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# CALENDAR

## FINANCE COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

### REGULAR MEETING

DOCUMENTS DEPT.

FEB 28 1997

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WEDNESDAY, MARCH 5, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosmary Little-Horanzky

\* \* \* \* \*

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FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, MARCH 5, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1. File 118-96-8. [Public Health License Fees] Ordinance amending the Health Code by amending Sections 258, 451, and 609 relating to license and reinspection fees for the Department of Public Health. (Department of Public Health) (COMPANION TO THE FOLLOWING FILE.)  
(Continued from 2/12/97.)

ACTION:

2. File 127-96-10. [Public Health License Fees] Ordinance amending Part III of the San Francisco Municipal Code (Revenue and Finance) by amending Sections 35, 120, 248, 249.1 and 249.7, and 249.13 relating to fees for licenses or permits for inspections by the Department of Public Health. (Department of Public Health) (COMPANION TO THE PRECEDING FILE.)  
(Continued from 2/12/97.)

ACTION:

3. File 64-97-2. [Sublease of Real Property at Building 606] Resolution authorizing a sublease of real property at Building 606, Hunters Point Shipyard, San Francisco, for the San Francisco Police Department. (Real Estate Department)

ACTION:

4. File 101-96-49. [Appropriation, Medical Examiner/Coroner] Ordinance appropriating \$34,563, Medical Examiner/Coroner, of Jail Overcrowding Fine Revenue to professional services, materials and supplies, equipment purchase and maintenance for a DUI testing program for fiscal year 1996-97; placing \$34,563 on reserve. RO #96230. (Controller)

ACTION:

5. File 101-95-61.3. [Reserved Funds, Fire Department] Hearing to consider release of reserved funds, Fire Department (1986 Fire Protection Bond interest earnings), in the amount of \$105,100 to fund the Auxiliary Water Supply System (AWSS) storage tank repair. (Fire Department)

ACTION:

6. 101-90-78.7. [Reserved Funds, Department of Public Works] Hearing to consider release of reserved funds, Department of Public Works (1990 Earthquake Safety Bonds Phase 2), in the amount of \$468,792, to fund contractual services of San Luis Gonzaga Construction for the repair and reconstruction of the earthquake damaged Marina West Wing Seawall. (Department of Public Works)

ACTION:

7. File 94-91-8.11. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway (Federal Grant), in the amount of \$427,916 to continue project implementation activities such as fixed facilities rehabilitation-Administrative Offices, renovations and moving expenses. (Municipal Railway)

ACTION:

FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

**HEARING NOTICE**

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

February 28, 1997

**TO:** Finance Committee

**FROM:** Budget Analyst *Recommendations for meeting of...* DOCUMENTS DEPT.

**SUBJECT:** (March 5, 1997) Finance Committee Meeting

MAR 04 1997

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Items 1 and 2 - Files 118-96-8 and 127-96-10

**Note:** These items were continued by the Finance Committee at its meeting of February 12, 1997 pending comments from the Small Business Commission on these matters.

**Department:** Department of Public Health (DPH)

**Items:** File 118-96-8: Ordinance amending Sections 258, 451 and 609 of the Health Code relating to license and reinspection fees for the DPH.

File 127-96-10: Ordinance amending Sections 35, 120, 248, 249.1 and 249.7 of the Revenue and Finance Code relating to fees for license or permits for inspections by the DPH.

**Description:** The DPH Bureau of Environmental Health Management (BEHM) includes a Consumer Protection Division, which handles the inspection of establishments by the DPH, and a Toxics Division, which handles the oversight of businesses that produce, store or use hazardous materials or hazardous waste. In August of 1996 the Board of Supervisors authorized the DPH Bureau of Environmental Health Management (BEHM) to consolidate nine separate offices throughout the City into one centralized location at the Fox Plaza, 1390 Market Street. As a result, the Board of Supervisors approved a new lease for the centralized BEHM offices.



The additional cost of that lease, above the previous lease costs for the BEHM, is \$363,654 per year. In FY 1996-97, the additional cost will be \$276,428, because the relocation did not occur until December 1, 1996. The proposed ordinances would amend the City's Health Code (File 118-96-8) and the Revenue and Finance Code (File 127-96-10) to increase various filing, inspection and license fees to partially cover the increased lease costs.

The proposed ordinance amending the Revenue and Finance Code (File 127-96-10) would increase the filing fee charged by the DPH for a first-time inspection requested by a firm or required as a condition of the issuance of a first permit or license, from \$166 to \$174 (an increase of \$8). The charge for inspection services provided by the DPH pursuant to a permit or license or application, or by request of an establishment, would be raised by \$4 per hour, from \$85 per hour to \$89 per hour. The proposed changes to annual license fees are summarized in the Attachment to this report.

In addition to raising overall projected revenues, the proposed amendments to the Health Code and the Revenue and Finance Code would also change the basis for calculating the fees charged to food establishments. Under the current Revenue and Finance Code, annual license fees for food product and food marketing establishments (which are businesses that handle, manufacture or sell food) are based solely on the value of the inventory held by the establishment, while most food preparation and food services establishments (which are businesses that prepare and service food) are charged \$510 in annual license fees. The proposed amendments would establish a range in the fees charged to food establishments, based on the size of the establishment and the type of establishment. See the Attachment to this report for the specific proposed license fees that would change under the proposed ordinances.

The proposed amendments to the Health Code (File 118-96-8) generally provide definitions for the types of food establishments that would be subject to specific license fees under the proposed amendments to the Revenue and Finance Code (File 127-96-10) described above. The proposed amendments to the Health Code would also raise the fee for reinspection by the DPH pursuant to identification of a code violation in a previous inspection (see Attachment).

**Comments:**

1. The Attachment provided by Mr. Jack Breslin of the BEHM shows the current and the proposed fees for those categories of BEHM fees that would change under the

proposed ordinances (Files 118-96-8 and 127-96-10), as well as the amount of the proposed fee increase and the projected new revenue from each fee. Mr. Breslin advises that the revenue projections are based on application of the proposed new fees to the inventory of firms currently licensed by the DPH. The Budget Analyst concurs with these projections.

2. Mr. Breslin estimates that the subject proposed fee increases would generate approximately \$278,666 annually, which, when added to the annual revenues of \$4,395,245 collected from the existing fee structure, would result in total annual revenues of \$4,673,911.

3. While this proposed fee increase would cover estimated increased lease costs for FY 1996-97, in future years there would be an estimated shortfall of approximately \$84,988 (\$363,654 less \$278,666) needed to cover the DPH Bureau of Environmental Health Management's increased lease costs without requiring additional General Fund support. Mr. Breslin states that the BEHM Toxics Division will submit a separate proposed fee increase package to the Finance Committee at a later date that would be designed to close the remaining estimated shortfall of \$84,988.

4. The Finance Committee continued consideration of the proposed ordinances at their February 12, 1997 meeting, pending comments from the Small Business Commission. Ms. Barbara Kolesar, Director of the Small Business Commission, reports that the Small Business Commission will discuss the proposed ordinances at their meeting of March 10, 1997, which Ms. Kolesar advises is the earliest date at which the Small Business Commission can meet to make recommendations to the Finance Committee on the proposed ordinances.

**Recommendation:** The Budget Analyst would normally recommend approval of the proposed ordinances (Files 127-96-10 and 118-96-8). However, as noted above, the Finance Committee requested input from the Small Business Commission regarding the subject ordinances, and such input has not been received to date. Therefore, approval of the proposed ordinances is a policy matter.

## FEE ADJUSTMENTS - 1996

Inventory	Establishment Type	Existing/New Fee/ Fee	Increase	New Revenue
338	Restaurants (<500 sq ft)	\$510/525	(15)	\$ 5,070
1012	(501-1000)	510/548	(38)	38,456
1035	(1001-2000)	510/555	(45)	46,575
944	(>2000)	510/563	(53)	50,032
			Subtotal	\$140,135
373	Bar/Tavern	510/535	(25)	9,325
258	Take out	510/535	(25)	6,450
24	Fast food	510/580	(70)	1,680
18	FP&S (non-fee)	—		—
—	FP&S (special event) application	50/85		
	1st day	25/50		
	2nd day	20/30		52,774
26	Catering facilities	510/535	(25)	650
1	Temporary facilities	63/85	(22)	22
—	Food demos	0/85	(85)	—
5	Mobile food prep unit	389/408	(19)	95
17	Commissary	510/535	(25)	425
52	Retail food vehicles	389/408	(19)	988
58	Pushcart (private property)	387/406	(19)	1,102
81	Stadium concession (permanent)	373/391	(18)	1,458
28	Vending machines	63/66	( 3)	84
6	Bed and breakfast	510/535	(25)	150
12	Boarding house	123/129	( 6)	72
11	School cafeteria (private)	186/195	( 9)	99
4	Hospital kitchen	510/580	(70)	280
				\$75,654



Inventory	Markets	New Fees	Increases	
0	Food Salvaging	0		
191	Candy (<900)	\$ 47/50	(2)	\$ 382
58	Candy (>900)	341/358	(17)	986
<b>Retail Food Market w/o Preparation</b>				
739	(<5000 sq ft)	341/348	(7)	5,173
64	(<10,000 sq ft)	341/355	(14)	896
26	(<20,000 sq ft)	341/362	(21)	546
18	(>20,000 sq ft)	341/369	(28)	504
<b>Retail Food Market with Preparation</b>				
554	(<5000 sq ft)	341/355	(14)	7,756
8	(<20,000 sq ft)	341/375	(34)	272
21	(720,000 sq ft)	341/382	(41)	861
<b>Retail Bakery</b>				
78	(<2000)	341/354	(13)	1,014
31	(>2,000)	341/361	(20)	620
13	Produce Stand	341/358	(17)	221
4	Certified Farmers Market	341/348	(17)	68
<b>Wholesale Food Market</b>				
29	(Produce)	341/358	(17)	493
27	(Bakery)	341/358	(17)	459
22	(Meat)	341/358	(17)	374
39	(Fish)	341/358	(17)	663
18	(Processed food)	341/358	(17)	306
2	(Confections)	341/358	(17)	34
106	(Other)	341/358	(17)	1,802
56	Food Manufacturing/Processing	341/358	(17)	952
				<hr/> \$24,382

## MISCELLANEOUS

Inventory	Laundry			
17	Hand	\$ 49/51	(2)	34
65	Wash	105/110	(5)	325
307	Auto	16/17	(1)	307
11,003	Machines	5/mach/6	(1)	11,003
				<u>\$11,669</u>
	Swimming Pool			
128	(year-round)	243/255	(12)	1,536
11	(6-month)	209/219	(10)	110
				<u>\$ 1,646</u>
	Pet Shop			--
	Kennel			--
	Stable			--
	Riding Academy			--
	Pet Hospital			--
724	Wells and Well water	42/44	(2)	1,448
77	Certified Backflow Tester	78/--	--	--
	Decal/cross connection	--	--	--
21	Massage parlor/tattoo parlor	100/105	(5)	105
	Plan Check			
	Monitoring wells	85/89	(4)	12,384
	Complaint investigation	60/63 per hr	(3)	1,635
1201	Application fee	160/174	(8)	9,608
				<u>\$278,666</u>
	Total New Revenues			\$278,666

Item 3 - File 64-97-2

**Department:** Police (SFPD)

**Item:** Resolution authorizing a sublease of real property by the SFPD from the San Francisco Redevelopment Agency.

**Location:** Building 606 - Hunter's Point Naval Shipyard.

**Purpose of Lease:** The following SFPD functions would be housed at Building 606 should the proposed lease agreement be approved:

Special Operations Bureau  
Crime Lab  
Property Control (evidence)  
"Air Marine" Helicopter Unit

**Lessor:** The San Francisco Redevelopment Agency (SFRA) currently leases the Hunter's Point Naval Shipyard property from the Department of the Navy and would act as "sublandlord" for this sublease of Building 606.

**Lessee:** SFPD

<b>No. of Sq. Ft. and</b>	Office Space	36,000	sq. ft.
<b>Cost Per Month:</b>	Warehouse Space	<u>54,000</u>	
	Total	90,000	
	Monthly Rent:	\$16,000	
	Monthly Rent Per Sq. Ft. (approximately):	\$0.18	
	Additional Monthly Cost for		
	Common Area Maintenance:	\$2,000	
	Total Monthly Rent and Maintenance	\$18,000	
	Total Monthly Cost Per Sq. Ft.:	\$0.20	
<b>Annual Cost:</b>	Annual Rent:	\$192,000	
	Annual Cost Per Sq. Ft. (approximately):	\$2.13	
	Additional Annual Cost for		
	Common Area Maintenance:	\$24,000	
	Total Annual Rent and Maintenance:	\$216,000	
	Total Annual Cost Per Sq. Ft.:	\$2.40	

**Utilities and Janitorial Services:** All costs for utilities and janitorial services would be the responsibility of the City.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Term of Lease:** Approximately March 15, 1997 until June 30, 1998 (15 1/2 months).

**Right of Renewal:** The City has one option to renew the lease for a period of four additional years in accordance with the following rent schedule:

	Annual Rent	Approximate Annual Rental Cost Per Sq. Ft.	Percent Increase
July 1, 1998- June 30, 1999	\$213,600	\$2.37	11.3%
July 1, 1999- June 30, 2000	237,360	2.64	11.1%
July 1, 2000- June 30, 2001	263,496	2.93	11.0%
July 1, 2001- June 30, 2002	292,248	3.25	10.9%

The Department of Real Estate reports that the initial rent of approximately \$0.18 per square foot per month (not including the common area maintenance cost) is substantially below the current fair market value for a comparable facility where the rent would be \$0.25 to \$0.35 per square foot per month. Consequently, the high annual percentage increases in rent shown above through the four option years was negotiated to bring the rent payments closer to fair market value. Under the terms for extension of the lease shown in the table above, the monthly rent per square foot would equal approximately \$0.27 per month (\$3.25 per year) in the final year of the lease.

**Source of Funds:** SFPD annual General Fund budget.

**Description:** Building 606 is described as a "mixed use facility" that was built in the mid 1980s for a ship maintenance operation. It includes office space, a laboratory, a vault and warehouse space. The facility's warehouse space has a crane. The SFPD proposes that the following units would inhabit the facility:

	Total <u>Personnel</u>	No. of <u>Vehicles</u>	Approximate Square Feet of <u>Space</u>
Special Operations Division(1)	165	114	23,000
Crime Lab	12	1	16,000
Property Control	13	4	29,400
Air Marine	<u>2</u>	<u>2</u>	<u>21,600</u>
Total	192	121	90,000

(1):Special Operations includes the Crime Prevention Company, the Public Housing Task Force, Traffic Enforcement and Investigations, and MUNI Patrol. Vehicles include motorcycles, a command van and the bomb squad vehicle, in addition to marked and unmarked police cars.

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The Police Department's FY 1996-97 budget proposed that Building 606 be leased and made ready for occupation by the above units in order to address a number of needs. Specifically, occupation of Building 606 would provide an improved location for the Special Operations Division, which would move from its current location at St. Joseph's School on Tenth Street where a month-to-month lease costs the SFPD \$120,000 annually (\$4.80 per square foot per year). Also, by moving the Crime Lab and Property Control (which stores criminal evidence seized by the SFPD) to Building 606, overcrowding at the Hall of Justice would be reduced and deficiencies noted by the 1995-96 Grand Jury regarding the space and equipment needs of the Crime Lab would be corrected. By transferring the Property Control Division to Building 606, the SFPD would also avoid having to replace a warehouse formerly rented for this purpose at the site of the new Mission Station at an estimated cost of \$120,000 annually. In addition, Building 606 warehouse space could replace expenditures of \$36,000 annually now paid by the SFPD for document storage and retrieval services. Lastly, the SFPD does not currently have a permanent location for the "Air Marine" helicopter unit. The helicopter unit was initially located on the roof of the Hall of Justice, but moved to Pier 96 when winter started under an arrangement with the Port that agreed to provide temporary covered pier space at no cost to the City until a permanent location for the Police helicopters could be found.

By moving the units described above into Building 606, the SFPD projects the following benefits:

- A more suitable location for the Special Operations Division would improve efficiency and eliminate the costs for rent (\$120,000 annually) and services (\$64,000 annually) for the current St. Joseph's School location.
- The SFPD would save \$36,000 in current contractual services for document storage by utilizing the new warehouse at Building 606.
- The SFPD would not have to rent a warehouse at an estimated cost of \$120,000 annually for evidence storage. Since the warehouse formerly rented by the SFPD on the site of the new Mission Station was demolished, the SFPD's Property Control Division has stored evidence at various locations including the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Hall of Justice and vacant warehouse space at Hunters Point Shipyard that the Redevelopment Agency provided to the SFPD at no cost on a temporary basis until the lease for Building 606 was approved or some other permanent solution was found.

- The Crime Lab's space limitation problems would be solved at considerably less expense than it would cost to lease comparable space and convert it to laboratory purposes since a portion of Building 606 was designed to accommodate a laboratory with appropriated plumbing, electrical and ventilation features necessary for such a laboratory operation.
- The Air Marine Helicopter Unit would have a permanent base of operations in a functional facility.

The table below provides a breakdown of the annual and one time costs that would be incurred by the SFPD to lease Building 606.

**Annual Costs**

Rent and Common Area Maintenance	\$216,000
Building Maintenance (Stationary Engineer and Janitorial and Maintenance Services provided by DPW)	<u>261,940</u>
Total Annual Costs	<b>\$477,940</b>

**One Time Costs**

Telecommunications equipment, wiring, setup	\$312,760
Building Preparation, cleanup, lighting Stationary Engineering Services, fencing and parking lot repair	341,000
Crime Lab Furnishings, Fixtures and Equipment	<u>600,000</u>
Total One Time Costs	<b>\$1,253,760</b>

Of the onetime costs shown above of \$1,253,760, \$653,760 has been included in the SFPD's FY 1996-97 budget. (See Comment 1 below).

**Comment:**

As noted above, \$653,760 in one time costs have been included in the current 1996-97 SFPD budget. An additional estimated \$600,000 for laboratory furnishings, fixtures and equipment will be needed before the Crime Lab would be able to move all of its operations into

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
March 5, 1997

Building 606. According to the SFPD, funds for this purpose will be requested in the FY 1997-98 proposed budget.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





**REVISED March 4, 1997**

Item 4 - File 101-96-49

**Department:** Medical Examiner/Coroner's Office

**Item:** Ordinance appropriating \$34,563 for the Medical Examiner/Coroner's Office for professional services, materials and supplies, equipment purchase, and maintenance for a Driving Under the Influence (DUI) testing program; placing \$34,563 on reserve.

DOCUMENTS DEPT.

**Amount:** \$34,563

MAR 05 1997

**Source of Funds:** Jail Fine Escrow Account

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**Description:** Prior to October of 1996, the collection of specimen from DUI suspects was performed by jail facility medical personnel of the Department of Public Health (DPH) at County Jail No. 1, and then at the new County Jail No. 9. However, since October of 1996, such specimen collection has been performed in the emergency room at San Francisco General Hospital because it was determined that the use of jail facility medical personnel to perform non-medical services, including drawing blood alcohol samples for the purpose of prosecution, is inappropriate. That determination was made by the California Medical Association during its process of accrediting County Jail No. 9 as a medical jail facility. Such accreditation is a requirement of the Federal District Court Consent Decree, which the City was subject to from 1982 until December of 1996.

The proposed legislation would appropriate monies from the Jail Fine Escrow Account to fund a contract with the University of California/Mt. Zion Hospital to perform the collection of specimens and to provide other services and equipment detailed in the following page on the Budget section.

According to Dr. Boyd Stephens, Chief Medical Examiner, the University of California/Mt. Zion Hospital was selected to perform the collection of specimens rather than San Francisco General Hospital (SFGH) because samples must be collected as soon as possible to maintain the integrity of the results. According to Dr. Alan Gelb of SFGH, the hospital would be unable to consistently provide non-emergency specimen collection and testing services on a timely basis given the heavy emergency room caseload, and indicates that specimen collection would be a low priority for SFGH.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Budget:**

This proposed ordinance would appropriate \$34,563 from the Jail Fine Escrow Account to the Medical Examiner/Coroner's Office for specimen collection from DUI suspects which are taken at County Jail No. 9. The budget includes costs for set-up and materials to perform tests for the six month period from January 1, 1997 through June 30, 1997. The funds would be expended for the following items:

<u>Amount</u>	<u>Purpose</u>
\$20,000	Six months of a Personal Services Contract with the University of California/Mt. Zion Hospital to perform the actual collection of blood and urine. This estimate is based upon an average annual caseload of 1,000 tests annually at \$40 per test, or \$20,000 for six months.
\$988	To purchase scanning equipment to scan in police reports and other necessary data. The Attachment is a copy of the actual quote the Medical Examiner/Coroner's Office obtained from a vendor approved by the Purchaser's Office.
\$8,575	Consulting services from Hewlett Packard for the installation of software and programming for a Department of Justice (DOJ) reporting system which includes 5 days of on-site programming time at \$1,715 per day.
\$5,000	To purchase the kits that will be used UCSF/Mt. Zion to package specimens. The Medical Examiner estimates a cost of \$10 per kit, based on an average caseload of 1,000 tests annually, or \$5,000 for six months.
<hr/>	
<b>\$34,563</b>	<b>TOTAL</b>

**Comments:**

1. As previously stated, funding for the collection and testing of specimens would be provided by the Jail Fine Escrow Account, a set aside appropriated from the General Fund for future jail-related use. According to Mr. Mike Martin of the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Mayor's Office, this account was established four years ago from fines in the total amount of approximately \$2,600,000 imposed on the City by the Federal District Court for jail overcrowding at County Jail No. 1. According to Ms. Susan Andrus of the Controller's Office, the current balance in the Jail Fine Escrow Account is \$55,000. Previous appropriations have primarily been to fund activities such as the use of Alameda County Jail space and early release programs, to alleviate overcrowding in County Jail No. 1.

2. According to Dr. Stephens, funds have been requested by the Medical Examiner/Coroner's Office in their FY 1997-98 budget for the DUI testing program. The funds requested in this proposed ordinance would have been used to fund the program for the period of January 1, 1997 through June 30, 1997. However, the funds requested for DUI testing supplies and services are only necessary for a three month period instead of the requested six month period. As a result, the appropriation for the Personal Services Contract with the University of California/Mt. Zion Hospital should be reduced by \$10,000 from \$20,000 to \$10,000, and the test kits should be reduced by \$2,500 from \$5,000 to \$2,500. Therefore, the proposed request should be reduced by \$12,500 from \$34,563 to \$22,063.

3. According to Dr. Stephens, the analytical instruments used for the DUI tests are produced by Hewlett-Packard. There is currently no existing software to generate the reports required by the DOJ. Hewlett-Packard has been selected to write software and set-up the necessary hardware for a network reporting system on a sole-source basis, based on their expertise with the analytical system in use.

4. According to Dr. Stephens, in addition to overseeing the administration of DUI tests, the Medical Examiner would also provide court testimony, within its existing budget.

5. According to Dr. Stephens, the proposed ordinance places the requested funds in the amount of \$34,563 on reserve. Dr. Stephens reports that the Medical Examiner/Coroner's Office has selected a contractor to set up the reporting system, as noted in Comment No. 3 above, and is ready to proceed immediately. Consequently, Dr. Stephens has requested that the proposed ordinance be amended to delete reference to placing the funds on reserve. However, Mr. Harrington has advised that the reserved funds are subject to release by a Special Master and, therefore, such funds should not be released by the Board of Supervisors at this time.

Memo to Finance Committee  
March 5, 1997 Finance Committee Meeting

- Recommendations:**
1. In accordance with Comment No. 2 above, amend the proposed ordinance by reducing this request of \$34,563 to \$22,063, a reduction of \$12,500.
  2. Approve the proposed ordinance as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Attachment

City &amp; County Of San Francisco

## CITY STORE QUOTATION FORM

CITY STORE QUOTATION FORM			FOR PURCHASING USE ONLY DO NOT WRITE IN THIS AREA				
ITEM NO.	QTY UNIT	COMMODITY CODE NO. EQUIP. BUDGET NO.	DESCRIPTION	REQ. NO. DATE	BID NO. DEP CONT'NO	PUR. ORD. NO. PAGE OF	EXT. PRICE
1	1		<p>HP ScanJet 4c (includes Visioneer PaperPort, Cetera OmniPage Limited Edition OCR software provides for OCR accuracy for 8 - 10 point type. Two power cables, SCSI interface cable and SCSI terminator are included</p> <p>Mainman document size 8 1/2" x 14"</p> <p>Note: This scanner is NOT networkable. It must be attached to a single workstation. Documents must be saved to a network device before they can be shared across the network.</p>	C1827B	910	910	
			* Returned product must be unopened or defective and in its original packaging				

QUOTE NO#

381219H-HCG

Quote Expires

January 19, 1996

Today's Date:

December 19, 1996

Payment Terms: 1% Net 40/ 1/2 % Net 4

Delivery Date: 3 Weeks ARO

VENDOR:

BY:

Title: EDGE INFORMATION SYSTEMS

Chris Griffith (408) 433-4497

Account Manager

Subtotal	\$10.00
Sales Tax @ 5%	77.36
Total	967.35





Item 4 - File 101-96-49

**Department:** Medical Examiner/Coroner's Office

**Item:** Ordinance appropriating \$34,563 for the Medical Examiner/Coroner's Office for professional services, materials and supplies, equipment purchase, and maintenance for a Driving Under the Influence (DUI) testing program; placing \$34,563 on reserve.

**Amount:** \$34,563

**Source of Funds:** Jail Fine Escrow Account

**Description:** Prior to October of 1996, the collection of specimen from DUI suspects was performed by jail facility medical personnel of the Department of Public Health (DPH) at County Jail No. 1, and then at the new County Jail No. 9. However, since October of 1996, such specimen collection has been performed in the emergency room at San Francisco General Hospital because it was determined that the use of jail facility medical personnel to perform non-medical services, including drawing blood alcohol samples for the purpose of prosecution, is inappropriate. That determination was made by the California Medical Association during its process of accrediting County Jail No. 9 as a medical jail facility. Such accreditation is a requirement of the Federal District Court Consent Decree, which the City was subject to from 1982 until December of 1996.

The proposed legislation would appropriate monies from the Jail Fine Escrow Account to fund a contract with the University of California/Mt. Zion Hospital to perform the collection of specimens and to provide other services and equipment detailed in the following page on the Budget section.

According to Dr. Boyd Stephens, Coroner/Medical Examiner, the University of California/Mt. Zion Hospital was selected to perform the collection of specimens rather than San Francisco General Hospital (SFGH) because samples must be collected as soon as possible to maintain the integrity of the results. According to Dr. Alan Gelb of SFGH, the hospital would be unable to consistently provide non-emergency specimen collection and testing services on a timely basis given the heavy emergency room caseload, and indicates that specimen collection would be a low priority for SFGH.

**Budget:**

This proposed ordinance would appropriate \$34,563 from the Jail Fine Escrow Account to the Medical Examiner/Coroner's Office for specimen collection from DUI suspects which are taken at County Jail No. 9. The budget includes costs for set-up and materials to perform tests for the six month period from January 1, 1997 through June 30, 1997. The funds would be expended for the following items:

<u>Amount</u>	<u>Purpose</u>
\$20,000	Six months of a Personal Services Contract with the University of California/Mt. Zion Hospital to perform the actual collection of blood and urine. This estimate is based upon an average annual caseload of 1,000 tests annually at \$40 per test, or \$20,000 for six months.
\$988	To purchase scanning equipment to scan in police reports and other necessary data. The Attachment is a copy of the actual quote the Medical Examiner/Coroner's Office obtained from a vendor approved by the Purchaser's Office.
\$8,575	Consulting services from Hewlett Packard for the installation of software and programming for a Department of Justice (DOJ) reporting system which includes 5 days of on-site programming time at \$1,715 per day.
\$5,000	To purchase the kits that will be used UCSF/Mt. Zion to package specimens. The Medical Examiner estimates a cost of \$10 per kit, based on an average caseload of 1,000 tests annually, or \$5,000 for six months.
<hr/>	
<b>\$34,563</b>	<b>TOTAL</b>

**Comments:**

1. As previously stated, funding for the collection and testing of specimens would be provided by the Jail Fine Escrow Account, a set aside appropriated from the General Fund for future jail-related use. According to Mr. Mike Martin of the

**BOARD OF SUPERVISORS**  
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Mayor's Office, this account was established four years ago from fines in the total amount of approximately \$2,600,000 imposed on the City by the Federal District Court for jail overcrowding at County Jail No. 1. According to Ms. Susan Andrus of the Controller's Office, the current balance in the Jail Fine Escrow Account is \$55,000. Previous appropriations have primarily been to fund activities such as the use of Alameda County Jail space and early release programs, to alleviate overcrowding in County Jail No. 1.

2. According to Dr. Stephens, funds have been requested by the Medical Examiner/Coroner's Office in their FY 1997-98 budget for the DUI testing program. The funds requested in this proposed ordinance would have been used to fund the program for the period of January 1, 1997 through June 30, 1997. However, the funds requested for DUI testing supplies and services are only necessary for a three month period instead of the requested six month period. As a result, the appropriation for the Personal Services Contract with the University of California/Mt. Zion Hospital should be reduced by \$10,000 from \$20,000 to \$10,000, and the test kits should be reduced by \$2,500 from \$5,000 to \$2,500. Therefore, the proposed request should be reduced by \$12,500 from \$34,563 to \$22,063.

3. According to Dr. Stephens, the analytical instruments used for the DUI tests are produced by Hewlett-Packard. There is currently no existing software to generate the reports required by the DOJ. Hewlett-Packard has been selected to write software and set-up the necessary hardware for a network reporting system on a sole-source basis, based on their expertise with the analytical system in use.

4. According to Dr. Stephens, in addition to overseeing the administration of DUI tests, the Medical Examiner would also provide court testimony, within its existing budget.

5. According to Dr. Stephens, the proposed ordinance places the requested funds in the amount of \$34,563 on reserve. However, Dr. Stephens reports that the Medical Examiner/Coroner's Office has selected a contractor to set up the reporting system, as noted in Comment No. 3 above, and is ready to proceed immediately. Consequently, Dr. Stephens has requested that the proposed ordinance be amended to delete reference to placing the funds on reserve. Mr. Mike Martin of the Mayor's Budget Office concurs with that request.

- Recommendation:**
1. In accordance with Comment No. 2 above, amend the proposed ordinance by reducing this request of \$34,563 to \$22,063, a reduction of \$12,500.
  2. In accordance with Comment No. 5 above, amend the proposed legislation by deleting reference to placing funds in the amount of \$34,563 on reserve.
  3. Approve the proposed ordinance as amended.

Attachment

City &amp; County Of San Francisco

## CITY STORE QUOTATION FORM

City & County Of San Francisco			FOR PURCHASING USE ONLY DO NOT WRITE IN THIS AREA	
Department CCSF38 - Herb Hawley			REQ NO. DATE	BID NO. DEP CONT NO
ITEM NO.	QTY UNIT	COMMODITY CODE NO. EQUIP. BUDGET NO.	PART #	Unit Price
1	1		C2827B	910
<p>HP ScanJet 4c (includes Visioneer PaperPort, Crea-OpenPage Limited Edition OCR software provides for OCR accuracy for 8 - 10 point type. Two power cables, SCSI interface cable and SCSI terminator are included)</p> <p>Maximum document size 8.5" x 14"</p> <p>Note: This scanner is NOT networkable. It must be attached to a single workstation. Documents must be saved to a network device before they can be shared across the network.</p>				
* Returned product must be unopened or defective and in its original packaging				

QUOTE NO# 381219H-ICG  
 Quota Expires January 19, 1996  
 Today's Date: December 19, 1996  
 Payment Terms: 1% Net 40/ 1/2 % Net 4  
 Delivery Date: 3 Weeks ARO

VENDOR: BY:  
 Title: EDGE INFORMATION SYSTEMS  
 Chris Griffith (408) 433-4497  
 Account Manager

Subtotal	910.00
Sales Tax 6.5%	77.35
Total	987.35

RightFax

PAGE 2/2

12/19/1998 15:55



Item 5 - File 101-95-61.3

**Departments:** Fire Department  
Department of Public Works (DPW)

**Item:** Release of reserved funds to finance the repair of the Auxiliary Water Supply System storage tank.

**Amount:** \$105,100

**Source of Funds:** 1986 Fire Protection Bond interest earnings

**Description:** In November of 1986, San Francisco voters approved the issuance of \$46.2 million of Fire Protection System Improvement General Obligation Bonds (Proposition A) to finance improvements to the City's Auxiliary Water Supply System (AWSS). The AWSS is a system of reservoirs, cisterns, pipelines, pump stations and fireboats, which provides a separate source of water supply for fire protection.

The City sold \$31 million of these bonds in 1987, and an additional \$15.2 million of these bonds in 1991, for a total of \$46.2 million in Fire Protection System Improvement Bonds. In March of 1996, the Board of Supervisors approved a supplemental appropriation ordinance for \$3,907,900 (File 101-95-61) from accrued interest from the Fire Protection System Improvement Bonds for four categories of capital improvement projects: (1) Repair and Improve Fireboat Phoenix; (2) Motorized AWSS Control Valves; (3) AWSS Water Storage Tank Repair; and (4) Immediate Emergency Repair of AWSS Facilities. The Board of Supervisors placed \$3,269,850 on reserve.

The Fire Department is now requesting the release of \$105,100 for a project that falls under the third category, as shown above, the AWSS Water Storage Tank Repair. An amount of \$149,600 out of the total reserve of \$3,269,850 had been reserved by the Board of Supervisors for this project. According to the Fire Department, the AWSS Water Storage Tank feeds water into the AWSS Water System. An inspection of the AWSS Water Storage Tank, conducted by KTA-Tator, Inc., a protective coatings consultant, in 1994, revealed that corrosion had occurred on both the interior and exterior surfaces of the tank.

The consultant recommended that certain repairs be done to restore the integrity of the tank and to extend its useful life. The work included in this request consists of

repairing all corroded surfaces, applying protective coatings to the interior and exterior of the tank, repairing or replacing the roof support and adding roof railings and guards at the hatchway and the ladder cage.

The Board of Supervisors had reserved the \$149,600 previously noted for the AWSS Water Storage Tank Repairs, pending selection of the construction contractors, submission of cost details and the MBE/WBE status of the contractors.

**Comments:**

1. The Department of Public Works (DPW), on behalf of the Fire Department, received two bids, to conduct the proposed work. The two firms which submitted the bids, the MBE/WBE/LBE status and the bids received are as follows:

Trinet Construction, Inc.	LBE	\$84,000
Marinship Construction Services, Inc.	MBE/LBE	94,999

2. As reflected above, the low bid was submitted by Trinet Construction, Inc., an LBE firm. Trinet is not an MBE or WBE firm. Trinet Construction, Inc. is subcontracting with two firms to complete this work: (1) Robison-Preziso, which is neither an MBE or WBE firm, for \$30,700 for painting services and (2) Troys Construction, an MBE firm for \$15,000 for construction and installation of the water tank ladder.

3. The Fire Department is currently requesting a release of \$105,100 based on the following budget:

Construction	\$84,000
Contingency (15%)	12,600
Consultant, Specialized Inspection	<u>8,500</u>
Total	\$105,100

4. The contract in an amount of \$8,500 for the Specialized Inspection Consultant was awarded to CH2M Hill, a firm that was selected through a Request for Proposal (RFP) process by the DPW for as needed services. CH2M Hill is neither an MBE or WBE firm. CH2M Hill will subcontract with KTA-Tator, Inc., which is neither an MBE or WBE firm, to complete the specialized inspection of the water tank. The amount of \$8,500 is budgeted for the prime contractor, CH2M Hill, and the subcontractor, KTA-Tator, Inc., including the hours and hourly rates, mark-up and contingency, as follows:

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**BUDGET ANALYST**



Memo to Finance Committee  
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CH2M Hill Project Management	
5 hours @ \$123 per hour	\$615
3 hours @ \$79 per hour	237
Subtotal Project Management	\$852
KTA-Tator, Inc. (subcontractor)	
Approx. 169 hours @ \$41 per hour	6,945
Mark-up @ 5 percent of subcontractor's cost	347
Contingency	<u>356</u>
Total	\$8,500

5. As noted above, the Board of Supervisors placed \$149,600 on reserve for this project. The total amount being requested for this project is \$105,100, or \$44,500 less than the amount placed on reserve. According to Mr. Bob Jew, of the DPW, a request to reallocate the balance of \$44,500 will be submitted to the Board of Supervisors in the future in order to complete other Fire Protection System Improvement project work.

**Recommendation:** Approve the proposed release of \$105,100 on reserve.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 6 - File 101-90-78.7

**Department:** Department of Public Works (DPW)

**Item:** Requesting the release of reserved funds to fund contractual services for the repair and reconstruction of the Marina West Wing Seawall which was damaged as a result of the 1989 Loma Prieta earthquake.

**Amount:** \$468,792

**Source of Funds:** 1990 Earthquake Safety Program Bond Proceeds, Phase II

**Description:** In April of 1991, the Board of Supervisors approved a supplemental appropriating ordinance (File 101-90-78) which appropriated \$19,325,716 in 1990 Earthquake Safety Program, Phase II Bond proceeds for various capital improvement projects. An amount of \$5,478,294 was placed on reserve, including an amount of \$4,103,606 for construction projects, pending the selection of contractors, contract cost details and the MBE/WBE status of the contractors. According to Mr. Sherman Hom of the Department of Public Works (DPW), of the \$4,103,606 for construction projects that was placed on reserve, an amount of \$773,000 was allocated for repair and reconstruction of the Marina West Wing Seawall.

Mr. Hom reports that an amount of \$773,000 was allocated to the project based on a preliminary assessment which determined that the entire seawall needed replacement. However, upon a subsequent evaluation, it was determined that the scope of work should be reduced to repair and reconstruct only the damaged sections of the seawall. Due to the reduction in the scope of work to be performed, the cost of the proposed project is estimated to be less than the \$773,000 originally allocated. The Department is now requesting the release of \$468,792 from the reserved funds for the purpose of repairing and reconstructing the Marina West Wing Seawall.

Mr. Hom reports that the Marina West Wing Seawall is located adjacent to Marina Boulevard at Baker Street. The seawall is a stepped structure made of concrete and cobblestones which was damaged during the 1989 Loma Prieta earthquake. Specifically, the proposed project consists of the reconstruction and rehabilitation of the existing seawall by replacing heavily damaged areas, repairing cracked concrete, and replacing cobblestones. According to Mr. Hom, the proposed project will expand the landing and install guardrails east of the kiosk, a small round building, located immediately adjacent to the seawall, which is in use

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**BUDGET ANALYST**

as a concession stand. The proposed project will also install a wood boardwalk which will wind in a ramping style, providing access for disabled persons to the beach below. Mr. Hom advises that currently the beach is only accessible by climbing steep steps set into the seawall and that these proposed modifications are required by the Americans with Disabilities Act (ADA).

**Budget:** Budget details for the repair and reconstruction of the Marina West Wing Seawall are as follows:

Construction Contract	\$363,285	
Construction Contingency (11%)	<u>40,000</u>	
Subtotal		\$403,285
DPW Construction Management		<u>65,507</u>
Total		\$468,792

Page 2 of the Attachment to this request, provided by DPW, lists the positions, hourly rates, and total number of hours to support the request of \$65,507 for DPW Construction Management.

- Comments:**
1. The construction contract for the Marina West Wing Seawall was awarded to the lowest bidder, San Luis Gonzaga Construction, for an amount of \$363,285. San Luis Gonzaga Construction is an MBE/LBE firm. The Attachment also contains a list of the bidders and the amounts bid.
  2. DPW has provided the following contract cost details, including the MBE, WBE, and LBE participation, for the \$363,285 contract award to San Luis Gonzaga.

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<u>Prime Contractor, MBE/LBE (56.3%)</u>	
San Luis Gonzaga Construction	\$204,371
<u>Subcontractors, MBE (30.6%)</u>	
Vargas & Esquivel	\$21,275
AC Bonifacio	80,000
Big J Trucking	<u>10,000</u>
Subtotal MBE Subcontractors	\$111,275
<u>Subcontractor, WBE (6.9%)</u>	
R & A Supplies	<u>25,000</u>
Subtotal MBE/WBE Subcontractors	\$136,275
<u>Subcontractor (6.2%)</u>	
Hillside Drilling (See Comment 3)	<u>22,639</u>
Total Subcontractors	<u>158,914</u>
<b>Total Construction Contract</b>	<b>\$363,285</b>

3. According to Mr. Hom, the subcontractor Hillside Drilling is one of five subcontractors under the San Luis Gonzaga contract award of \$363,285 and is not a MBE/WBE firm. Mr. Hom reports that Hillside Drilling does not appear on the Attachment because the list of subcontractors was intended to show participation of MBE/WBE firms only.

**Recommendation:** Approve the proposed release of reserved funds.

## Department of Public Works



January 31, 1997

Office of the Director

Mark A. Paineau, AIA  
SUPERVISORS  
SAN FRANCISCO

97 FEB -5 PM 4:08

BE

Board of Supervisors Finance Committee  
401 Van Ness Avenue, Room 308  
San Francisco, CA 94102-4532

Subject: San Francisco Marina West Wing Seawall, Release of Reserved Funds  
Earthquake Safety Program Phase 2

Attention: Supervisor Susan Leal  
Chairperson

101-90-78.7

Dear Members of Finance Committee:

The Board of Supervisors appropriated and reserved \$773,000 through Ordinance No. 144-91 for the repair and reconstruction of the earthquake damaged marina west wing seawall pending the selection of contractor, information on contract amounts and contractor's MBE/LBE status.

The Department of Public Works received bids for the subject project and the Human Rights Commission (HRC) verified the contractor's MBE/LBE status. We are recommending award to the lowest qualified bidder, San Luis Gonzaga Construction and are requesting the release of reserved funds to proceed with this project. Contract and budget information are as follows:

**Construction Contractor**

<u>Bidders</u>	<u>MBE/LBE Status</u>	<u>Total Bid</u>
San Luis Gonzaga Construction	MBE/LBE	\$363,285
Maggiora & Ghilotti, Inc.	No Preference	385,700
Marinship Const./Ghilotti Bros.	MBE/LBE/JV 10%	427,568
Mendelian Construction	MBE/LBE	498,560
Ramirez Engineering Corp.	MBE/LBE	542,529

San Luis Gonzaga Construction is a MBE/LBE firm and will be subcontracting \$136,275 or 37.5 percent of its \$363,285 to MBE subcontractors as follows:

<u>Subcontractor</u>	<u>MBE/LBE Status</u>	<u>Amount</u>
Vargas & Esquivel	MBE/LBE	\$21,275
AC Bonifacio	MBE/LBE	80,000
Big J Trucking	MBE/LBE	10,000
R & A Supplies	WBE/LBE	25,000
Total		\$136,275

**Project Budget**

Construction Contract	\$363,285
Construction Contingency	40,000
Subtotal	\$403,285

Supervisor Susan Leal  
January 31, 1997  
Page 2

**DPW Construction Management**

<u>Position</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Amount</u>
6318 - Construction Inspector	60.15	540	\$32,481
5210 - Sr. Civil Engineer	80.66	150	12,099
5305 - Materials Testing Technician	41	220	9,020
5275 - Sr. Landscape Architect	70	20	1,400
5274 - Landscape Architect	60.15	100	6,015
1314 - Public Relations Officer	52.90	40	2,116
1372 - Sr. Clerk Typist	33.94	70	2,376
Totals		1140	\$65,507
Grand Total			\$468,792

We are requesting the release of \$468,792 of the \$773,000 reserved for this project with the remaining balance of \$304,208 to remain on reserve. If you have any questions, please call Sherman Horn at 554-8303.

Sincerely,

Mark A. Primeau, A.I.A.  
Director of Public Works

Attachments: As stated.  
DPW/BOE/NW/SH/zs





Item 7 - File 94-91-8.11

**Department:** Public Transportation Department (PTD)  
Municipal Railway (MUNI)

**Item:** Hearing to consider the release of reserved funds in the amount of \$427,916 for MUNI project management, moving costs, lease improvements, furniture, equipment, and telephone costs.

**Amount:** \$427,916

**Source of Funds:** Previously reserved Federal Section 9 Capital Assistance Funds

**Description:** In January 1992, the Board of Supervisors approved Resolution No. 3-92 (File 94-91-8) authorizing the Public Utilities Commission (PUC) to apply for, accept, and expend Federal Section 9 Capital Assistance Funds in the amount of \$26,819,276, and \$6,704,819 in required State and/or local match funds, for a total of \$33,524,095. An amount of \$33,524,095 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors, and the submission of contract cost details. Of the \$33,524,095, an amount of \$5,381,000 was specifically reserved for fixed-facility MUNI rehabilitation projects. Of that amount, \$3,237,608 remains on reserve.

Specifically, the \$427,916 requested to be released from reserve would be used by MUNI to:

1. Fund PTD project management and planning to oversee personnel relocation and renovation of administrative office space.
2. Move Capital Projects Division personnel from 1155 Market Street (leased space) to 1145 Market Street (leased space);
3. Move Capital Projects Division personnel already occupying 1145 Market Street within the building;
4. Move Municipal Railway Engineering Department personnel from 949 Presidio Street (City-owned space) to 1145 Market Street (leased space);
5. Purchase furniture and equipment and renovate office space at 1145 Market Street; and

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**BUDGET ANALYST**

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6. Purchase furniture and equipment for offices at 425 Mason Street (City-owned space) for use by the MUNI Grants and Planning Division personnel, who would be relocated to 425 Mason Street from 1145 Market Street.

**Budget:** The budget for the proposed \$427,916 for moving and renovation costs is as follows:

Project Management/Planning

Project Manager II (\$55.44/hr. @ 180 hours, including fringe benefits) \$ 10,000

1145 Market Street

Moving Costs –Movers/Boxes	
Capital Projects Division Staff	
(1155 Market Street to 1145 Market Street; 22 staff. 1145 Market Street–internal movement of staff; 11 staff)	6,500
Moving Costs - Movers/Boxes	
Municipal Railway Engineering Dept. Staff	
(949 Presidio to 1145 Market Street; 9 staff)	2,800
Improvement Costs Performed to Date–	
Additional to Lease (5th floor of 1145 Market Street) See Comment #2	16,371
Improvement Costs Anticipated (5th floor of 1145 Market Street) See Comment #3	38,915
Improvement Costs–Reconfiguration of Advanced Train Control System Suite (4th floor of 1145 Market Street) See Comment #4	94,089
Furniture/Equipment (Capital Projects Division– 1145 Market Street) See Comment #5	99,556
Phone Installation (1145 Market Street)	
Labor	\$36,546
Equipment	15,844
Materials	26,399
Project Management	<u>4,587</u>
	83,376

425 Mason Street

Furniture/Equipment (425 Mason Street– Planning and Grants Division; 12 staff) See Comment #6	<u>76,309</u>
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TOTAL	\$427,916
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According to Mr. Jerry Levine of MUNI, MUNI plans to use George Lynch and Sons Movers for the proposed moves, a

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

company which has an as-needed contract with the City to perform individual moving services under \$7,500.

**Comments:**

1. On October 8, 1996, the Board of Supervisors approved a resolution (File 64-96-18) authorizing the renewal and modification of an existing lease of real property at 1145 Market Street for the Public Transportation Department (PTD). The PTD was authorized to increase the square footage occupied by the PTD by an additional 13,098 square feet from approximately 16,879 sq. ft. to a total of approximately 29,977 square feet at approximately \$1.3991 per sq. ft. a month, for a total of \$41,928 per month.

In support of the resolution authorizing the renewal and modification of the existing lease for 1145 Market Street, the PTD stated that it intended to relocate 22 employees from 1155 Market Street and 15 employees from 949 Presidio Street (City-owned property) to the 1145 Market Street leased facility in order to consolidate the PTD's Capital Projects Division in one location. This request for release of reserved funds will pay for such moving costs, resulting in the consolidation of all Capital Projects Division staff at 1145 Market Street.

2. Under the lease agreement (File 64-96-18) for 1145 Market Street, which was approved by the Board of Supervisors in October of 1996, the PTD was authorized to reimburse the landlord for a portion of the tenant improvement costs in an amount not to exceed \$100,013. According to Mr. Charles Dunn of the Real Estate Department, the amount of \$100,013 was the cost estimated to install low height walls at 1145 Market Street.

Mr. Dunn advises that costs for installation of low height walls were less than originally estimated. However, subsequent to the approval of the lease, additional required improvements have been made at 1145 Market Street in an amount of \$15,849 above the amount of \$100,013 allocated in the 1145 Market Street lease agreement. Mr. Dunn advises that the low height walls, cabinetry, and reception desk improvements to 1145 Market Street are reasonably priced and cost saving alternatives to purchasing furniture and equipment.

A detailed account of the 1145 Market Street improvements, provided by Mr. Dunn, follows:

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Low height walls	\$72,955
Conference room cabinetry	24,416
Office sidelights (windows)	9,415
Reception desk improvements (customizing to provide holders for plans/blueprints)	5,631
Conference room glass	<u>3,445</u>
Total Improvement Costs	\$115,862

Less previously authorized maximum costs  
under the 1145 Market Street lease agreement (100,013)

**Additional Needed Improvement Costs      \$ 15,849**

The additional needed improvement costs to 1145 Market Street of \$15,849 are \$522 less than the request of \$16,371. Therefore, the requested release of reserve funds should be reduced by \$522.

3. According to Mr. Levine of MUNI, in addition to improvements already made to the 5th floor of 1145 Market Street, more improvements have subsequently been identified. At the request of the Budget Analyst, MUNI provided cost estimates for the anticipated improvements, shown as Attachment I. As shown, the actual estimated total cost is \$40,000 or \$1,085 more than the \$38,915 included in the requested release of reserve.

However, in the professional judgment of the Budget Analyst, some of the estimated costs to support the request for \$38,915 appear to be excessive. Specifically, \$5,000 to purchase plants and hangings is excessive. In addition, \$15,000 to install a divider in the main conference room, when there are already two smaller conference rooms available for this staff, seems both redundant and excessive. The Budget Analyst recommends that the \$20,000 combined cost of these proposed improvements should continue to be reserved.

Furthermore, \$4,000 to install signage, including name signs on the 5th floor; \$2,000 to install light fixtures over the copier machine; and \$1,000 to install a light fixture in the small conference room appear to be excessive cost estimates. Mr. Levine states that the signage and light fixtures are essential to the efficient functioning of the office, but could not fully justify the cost estimates associated with these improvements. Therefore the Budget Analyst recommends approval of funds for the signage and the two light fixtures at two-thirds of the requested level, or a total of \$4,620,



continuing to reserve \$2,380. In sum, \$22,380 of the requested release of \$38,915 for additional improvements should continue to be reserved.

4. Mr. Levine advises that the current configuration of the office space of staff responsible for MUNI's Advanced Train Control System (ATCS) is inadequate for staff size and work requirements. Based on inquiries of the Budget Analyst, Mr. Levine has requested that the amount of \$94,089, for reconfiguration of the ATCS staff office space, remain on reserve, pending further cost details.

5. According to Mr. Donald Doon of MUNI, some of the desks, chairs and other items used by MUNI personnel at 1155 Market Street will be moved to the new Capital Projects Division staff offices at 1145 Market Street. In addition, desks and chairs from a completed MUNI project will be moved to 1145 Market Street. However, Mr. Doon advises that new furnishings are required because, although most desks, chairs and other items currently used by PTD staff at 1155 Market Street will be moved to 1145 Market Street, some furniture and equipment is shared with PUC staff and will remain at 1155 Market Street for the use of PUC staff. Furniture and equipment have been shared since before 1994, the year that Proposition M created the PTD, when PUC staffs and equipment were commingled. Additionally, Mr. Doon advises that some of the furniture and equipment is damaged, worn out, and in need of replacement.

Attachment II, provided by MUNI, is a list of the \$99,556 in furniture and equipment items requested for the Capital Projects Division at 1145 Market Street. Mr. Doon reports that the request includes a video cassette recorder (VCR), television set, overhead projector with hardware, and slide projector and cart to be used for training Capital Projects staff. Mr. Doon advises that these items were shared by Capital Projects staff and PUC staff at 1155 Market Street and will remain in the use of PUC staff at 1155 Market Street, necessitating the purchase of these items.

According to Mr. Doon, the request includes furniture and equipment for one large and two small conference rooms. Mr. Doon advises that new bookcases are required because the bookcases previously used by MUNI staff at 1155 Market Street were built-in to the building, making it impossible to move them to 1145 Market Street. One sofa, end table, arm chair and lamp will be used to furnish the outer reception area and the area outside the MUNI Deputy Director's office.

Mr. Doon advises that an audit of the furniture and equipment by the MUNI Health and Safety Office will determine if existing furniture and equipment meets current health and safety standards. Based on inquiries of the Budget Analyst, the requested funds for the following items should not be released pending a post-move needs assessment and/or the outcome of the MUNI Health and Safety Office audit:

**Furniture/Equipment**

**Items Which Should Not Be Released**

8 stands for fax machine and printer	\$ 960
Chairmats. Reduce from 50 to 20	3,299
15 desks and credenzas	20,505
15 desk chairs	7,380
17 bookcases	<u>3,604</u>
<b>Total Items Which Should Not Be Released</b>	<b>\$35,748</b>

6. According to Ms. Nancy Whelan of MUNI, under the proposed move, eight MUNI Planning and Grants staff will move to the City-owned facility at 425 Mason Street. In addition, the Planning and Grants group is actively recruiting to fill four vacant positions, bringing the total number of Planning and Grants staff who will be located at 425 Mason Street to twelve. The property is owned by the Water Department and the MUNI Planning and Grants staff will move into space vacated by the PUC, joining the MUNI Finance and Planning Division who are presently located at 425 Mason Street. The PUC staff who are vacating the 425 Mason Street location are moving to 1155 Market Street.

7. Attachment III provides the details to support the requested \$76,309 to purchase furniture and equipment for 425 Mason Street. The request includes construction of 12 cubicles and furniture/equipment for those cubicles. According to Mr. Doon, furniture and equipment currently being used by Planning and Grants staff cannot be accommodated in the space at 425 Mason Street due to size limitations. Instead, 12 workstation cubicles with furniture are proposed to be installed. Ms. Whelan reports that a new fax machine is necessary because the PUC staff who are

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



vacating the space at 425 Mason Street are taking the fax machine with them.

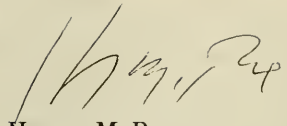
8. Ms. Whelan reports that the proposed request for the release of reserve funds is the first of several which will be submitted to the Board of Supervisors to relocate MUNI personnel and renovate office space to take place in a multiple-stage process. Attachment IV is a relocation matrix prepared by MUNI which lists the proposed relocation of MUNI personnel.

Attachment V, prepared by MUNI, provides more detail on the proposed relocation of MUNI personnel. According to Ms. Whelan, the purpose of the moves is (1) to consolidate functions for enhanced management control and efficiency; (2) to improve communications between and among work units; and (3) to more effectively and efficiently use the available space.

The management audit of MUNI conducted by the Budget Analyst in 1996 found that there were inefficiencies related to the dispersal of MUNI administrative personnel among five separate offices. Ms. Whelan states that this move strives to achieve, at some minimal level, the consolidation that will be attained when a new MUNI headquarters is constructed and should be viewed as a small step toward the ultimate objective of having a new headquarters.

- Recommendations:**
1. Do not release \$22,380 for anticipated improvements to 1145 Market Street in accordance with Comment #3 above.
  2. Do not release \$35,748 because MUNI staff advise that fax machine and printer stands (\$960) are not needed; 30 chairmats (\$3,299) are not needed; and furniture and equipment (\$31,489) for 1145 Market Street, should not be released pending the outcome of an audit by the MUNI Health and Safety Office and a post-move needs assessment.
  3. Do not release \$522 because the net unfunded cost of improvements made to date that are additional to the lease agreement at 1145 Market Street is \$15,849 or \$522 less than the request of \$16,371.
  4. Do not release \$94,089 pending further project and cost details on reconfiguration of the Advanced Train Control System office space at 1145 Market Street.
  5. In summary, of the total request of \$427,916, release \$275,177 and do not release \$152,739 which should continue to remain on reserve.

Memo to Finance Committee  
March 5, 1997 Finance Committee Meeting

A handwritten signature in dark ink, appearing to read "Harvey M. Rose", is positioned above the printed name.

Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

ADDITIONAL IMPROVEMENTS  
@ 1145 Market 5th Floor

1.	Raise reception counter from 28" to 42"	\$1,500
2.	Enclose kitchen area with walls/door	5,000
3.	Install electrical for screen/projection in main conference room	2,000
4.	Install conduits for ATCS - all floors	2,500
5.	Install light fixtures over copier mach	2,000
6.	Install light fixture in small conf room	1,000
7.	Install hot water insinkerator kitchen	500
8.	Hang Dry Boards (22)	1,500
9.	Install signage including name signs-5th fl.	4,000
10.	Furnish Plants/Hangings	5,000
11.	Install divider in main conf. room	15,000
	total	\$40,000

Post-It™ brand fax transmittal memo 7671		# of pages ▶
To	MONIQUE DE JONG	
From	DON DOON	
Co.	Co.	
Dept.	Phone # 554-0783	
Fax # 252-0461	Fax # 554-3176	

## Furniture Costs 1145

### Conference Room et all @ 1145

Item	#	Cost/Item	Total	Model #
1 Trapezoidal Table	6	\$339.00	\$2,034.00	BRE-CR8501
2 Std Rectangular Table	6	\$339.00	\$2,034.00	BRE-CR8500
3 Conf table (small conf room) seats 6	2	\$1,393.00	\$2,786.00	BVS-0v4896
4 Desks & credenza's	15	\$1,367.00	\$20,505.00	HON-38080-RL.HON-38851-RL
5 Desk chairs	15	\$492.00	\$7,380.00	HON 600b902
6 lateral files/2 drawer	15	\$562.00	\$8,430.00	HON-792-L
7 Lectum	1	\$149.00	\$149.00	BRE-CR8503
8 Overhead Projector Console w/o equip	1	\$345.00	\$345.00	BRE-CR8525
9 Work Tables (Contracts)	2	\$232.00	\$464.00	BVS-UTM3060BW
10 Elbow chairs - Turnstone, Steelcase, Bl	15	\$149.00	\$2,235.00	HON-7702BB121T
11 Stacking chairs for conf room	30	\$448.00	\$13,380.00	CFT-x92078980
12 VCR	1	\$500.00	\$500.00	JVC
13 TV 27"	1	\$700.00	\$700.00	JVC
14 Overhead Projector w/PC connection	1	\$7,000.00	\$7,000.00	Sharp 1100
15 Interface boxes (for hook up)	1	\$500.00	\$500.00	Extron
16 Projector Installation - ceiling mount	1	\$500.00	\$500.00	Lucase
17 Cart	1	\$345.00	\$345.00	BRE-CR8526-OK
18 Slide Projector	1	\$500.00	\$500.00	Kodak ectagraphic 3
19 Dry Boards office size 24x36	20	\$126.00	\$2,520.00	QRT-7543
20 Cabinet Dry Board - director's office	1	\$525.00	\$525.00	QRT-L-45
21 Conf Room Dry Board & Screen Combo	1	\$1,450.00	\$1,450.00	QRT853
22 Bookcases (offices 3 shelves)	33	\$212.00	\$6,996.00	HON-S48ABC
23 Bookcases (conf room - 66" feet)	3	\$199.00	\$597.00	TNN-101100;SAND
24 Sofa 6' ON	2	\$973.00	\$1,946.00	HON-5183GBB12
25 End Tables	2	\$173.00	\$346.00	HON-5193R
26 Arm chairs	2	\$572.00	\$1,144.00	HON-5181GBB12
27 Lamps	2	\$100.00	\$200.00	
28 Stands for FAX machine & Printer	8	\$120.00	\$960.00	
29 Chair Mats Tenex (Office Depot) 48x56	50	\$109.95	\$5,497.50	tnx10435

SUB TOTAL \$91,968.50

TOTAL W/SALES TAX \$99,555.90

**Planning and Grants Move to 425 Mason**

<i>Item</i>	<i>#</i>	<i>Cost/Item</i>	<i>Total</i>	<i>Model #</i>
Cubicles (built in) 8x8	12	\$4,000.00	\$48,000.00	
Conference Table	1	\$700.00	\$700.00	FORMLINE 96X42
Elbow chairs - Turnstone, Steelcase, Bl	12	\$148.00	\$1,788.00	
Arm chairs	2	\$572.00	\$1,144.00	HON-5181GBB12
End Tables	1	\$173.00	\$173.00	HON-5193R
Lamp	1	\$100.00	\$100.00	
Dry Boards office size 24x38	2	\$126.00	\$252.00	QRT-7543
Executive Office set	1	\$2,290.00	\$2,290.00	25-D3672-0.25-CK
Side chairs/cubicles	11	\$157.00	\$1,727.00	HON-4003GG16T
Desk chairs	11	\$492.00	\$5,412.00	HON-6003BB12T
Fax machine	1	\$4,000.00	\$4,000.00	
Stands for FAX machine & Printer	2	\$120.00	\$240.00	
Chair Mats Tenex (Office Depot) 48x56	12	\$108.85	\$1,319.40	tnx10435
File Cabinets	12	\$279.00	\$3,348.00	OID-25429

SUB TOTAL \$70,493.40

TOTAL W/SALES TAX \$76,309.11

## RELOCATION MATRIX

	1155 5th flr	1155 8th flr	1145 5th flr	414 Mason	425 2nd flr	425 3rd flr	425 6th flr	425 7th flr	110 Mc Allister	2620 Geary <sup>1</sup>	949 grd flr <sup>2</sup>	949 1st flr	949 2nd flr
Capital Dep'ty, Proj. grs, Support Svcs	FROM		TO										
Capital Ping/Grants	FROM						TO						
Facilities Engineering			TO						FROM				
Finance Deputy + Immediate staff							TO	FROM					
Accounting						TO <sup>3</sup>	FROM						
Budgets							TO	FROM					
Train MIS staff				FROM	TO					TO			
Personnel		FROM											
Security		FROM <sup>4</sup>										FROM	
Claims												TO	FROM
Miss Sales												TO	FROM
Revenue Staff												TO	FROM
Integr. Safety/Loss Prevention Program									FROM		TO <sup>5</sup>		
New/Expanded/ Relocated Functions									FROM				TO

<sup>1</sup>Also known as Room 150.<sup>2</sup>Also can be entered directly through 901 Presidio.<sup>3</sup>Will join the other accounting functions already at this location.<sup>4</sup>It now appears this function will move to space at 1345 Turk St., soon to be vacated by the Muni Transit Police.<sup>5</sup>Part of this space (approx 700 sq.ft.) will be "annexed" to the adjacent trolley coach maintenance facility as an electronics shop.

TOTAL P.02



## MUNI RESERVE RELEASE REQUEST

The San Francisco Municipal Railway headquarters, administrative support functions, and capital projects group are located in five separate facilities in the City. The facilities are located at:

- \* 949 Presidio
- \* 1155 Market Street, 5th and 8th floors
- \* 1145 Market Street, 4th and 6th floors
- \* 101 McAllister Street
- \* 425 Mason Street, 3rd, 6th, and 7th floors

These functions serve 7 operating divisions and several other operating and maintenance locations throughout the City.

By the close of FY 97, MUNI will consolidate the headquarters, administrative support functions, and capital projects into the following three facilities:

- \* 949 Presidio
- \* 1145 Market Street, 4th, 5th, and 6th floors
- \* 425 Mason Street, 2nd, 3rd and 6th floors

The purpose of the moves is threefold:

1. To consolidate functions for enhanced management control and efficiency
2. To improve communications between and among work units
3. To more effectively and efficiently use the available space

Further, the Prop. J Audit suggested that a Facilities Master Plan be developed and that MUNI management should resolve the following questions before any progress could be made on major facilities improvements:

\* "What specific functions and personnel should be located at a new administrative headquarters? What are their space needs?

\* Where should a new administrative headquarters be located - in the Civic Center near other governmental functions, or in the southeastern area of the City, near other MUNI facilities?" (Management Audit of the Municipal Railway, by the Budget Analyst of the City and County of San Francisco, July 1996, page 28.)

The audit clearly implies that a new administrative headquarters may be needed, however funding and plans are not in place for such a facility in the near term. This move strives to achieve, at some minimal level, the consolidation that will be attained when a new headquarters is constructed. It should be viewed as a small step toward the ultimate objective of having a new headquarters.



# CALENDAR

## FINANCE COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

### REGULAR MEETING

DOCUMENTS DEPT.

MAR 07 1997

SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, MARCH 12, 1997 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosmary Little-Horanzky

\* \* \* \* \*

### Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F Line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, MARCH 12, 1997 – 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1.

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR

- (a) File 97-97-9. [Credit Card Payment] Ordinance amending Administrative Code by amending Section 10.11-1 to authorize all officers, boards, commissions and departments of the City and County to accept credit cards, debit cards and ATM cards for the payment of fees, taxes or other charges, and to delete direct authorization for the Department of Public Health, Art Commission, Library Department, Recreation and Park Commission, Parking and Traffic Commission, Department of Animal Care and Control and the Treasurer/Tax Collector to accept payment by credit card, debit card or ATM card. (Supervisor Kaufman)
- (b) File 101-96-48. [Appropriation, Parking and Traffic Dept.] Ordinance appropriating \$100,000, Parking and Traffic Department, of Traffic Fines Revenue to other current expenses for the cost of the red light camera enforcement pilot project for fiscal year 1996-97. RO #96231. (Supervisor Leal)

ACTION:

REGULAR CALENDAR

- 2. File 7-97-2. [Fees for Paratransit Services] Ordinance approving revised fare schedule for the San Francisco Municipal Railway's contracted lift van and group van paratransit services to provide for lift van services at a rate of 90 cents per trip or a \$35.00 monthly fast pass, and group van services at a rate of 60 cents per trip, and to credit any increased revenues from such fares to provide for additional paratransit services. (Public Transportation Commission)

ACTION:

3. File 27-97-3. [Airport Lease, CalTrans I-380 Property] Resolution authorizing a lease of real property at Interstate 380 Overpass and South Airport Boulevard, South San Francisco, San Mateo County, for the Airport Commission, San Francisco International Airport. (Real Estate Department)

ACTION:

4. File 64-97-4. [Lease of Property, LAIR Facility] Resolution authorizing a lease of property at the Letterman Army Institute of Research Facility ("LAIR") in the Presidio of San Francisco, for use by the Department of Public Health. (Real Estate Department)

ACTION:

5. File 97-97-8. [Special Funds, Police Department] Ordinance amending the Administrative Code, by adding Section 10.117-118, establishing a special fund for equipment and maintenance of the Police gymnasium at the Hall of Justice. (Police Department)

ACTION:

6. File 127-97-2. [Birth Certificate Fees] Ordinance amending Part III, Article 2 of the San Francisco Municipal Code (License Fees) by adding Section 249.16 to increase the fee for a certified copy of a birth certificate by three dollars (\$3.00), with the proceeds of this increase to be used to help fund dependency mediation in Juvenile Court. (Superior and Municipal Courts)

ACTION:

7. File 100-96-1.3. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway-Operations Division, in an amount totalling \$446,728, to fund two programs (ATCS Central Control Operators, \$186,628, and Muni Metro Turnback and Extension, \$260,100. (Public Transportation Commission)

ACTION:

8. File 100-96-1.4. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway-Maintenance Division, in the total amount of \$101,085 to improve maintenance productivity (hire and fund actual expenditures for four Class 1929 Parts Storekeepers for the 4th quarter FY97 - \$33,358; and fund partially potential over-runs in FY97 MUNI salary and fringe benefit appropriations - \$67,727.) (Public Transportation Commission)

ACTION:



9. File 100-96-1.5. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway-Maintenance Division, in the total amount of \$100,772 to fund Warranty Programs (hire and fund actual expenditures for one Class 7130 General Superintendent and one Class 5205 Associate Material Engineer - \$33,255; and fund partially potential over-runs in FY97 MUNI salary and fringe benefit appropriations - \$67,517.) (Public Transportation Commission)

ACTION:

10. File 100-96-1.6. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway-Maintenance Division, in the amount of \$459,334, to reduce salary savings by filling necessary staffing needs to ensure attainment of 100 per cent approved service levels. (Public Transportation Commission)

ACTION:

11. File 65-97-2. [Lease Amendment, Walt Disney Productions] Resolution approving and authorizing amendments to a sublease and sublicense with Walt Disney Productions regarding the use of Hangars 3 and 180 on Naval Station Treasure Island, extending the terms thereof until March 31, 1997. (Mayor Willie L. Brown, Jr.)

ACTION:

12. File 60-97-2.1. [Ballot Argument] Motion approving proponent's ballot argument in favor of Proposition B, a bond measure concerning Cultural Facility Bonds. (Supervisor Kaufman)

ACTION:

13. File 60-97-2.2. [Ballot Argument] Motion approving proponent's ballot argument in favor of Proposition A, a bond measure concerning Education Facility Bonds. (Supervisor Teng)

ACTION:

14. File 60-97-2.3. [Ballot Argument] Motion approving proponent's ballot argument in favor of Proposition C, a bond measure concerning Zoo Bonds. (Supervisor Yaki)

ACTION:

15. File 60-97-3.2. [Ballot Argument] Motion approving proponent's ballot argument in favor of Proposition D, a bond measure concerning Stadium Bonds. (Supervisor Brown)

ACTION:





FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

**HEARING NOTICE**

Bill Lynch  
Govt Information Ctr  
41 Main Library-Civic Center  
100 Larkin Street

0.25  
CITY AND COUNTY



OF SAN FRANCISCO

2/97  
**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

March 7, 1997

**TO:** Finance Committee

**FROM:** Budget Analyst *Recommendation for meeting* DOCUMENTS DEPT.

**SUBJECT:** March 12, 1997 Finance Committee Meeting

MAR 11 1997

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 97-97-9

**Department:** Treasurer/Tax Collector

**Item:** Ordinance amending Administrative Code by amending Section 10.11-1 to authorize all officers, boards, commissions, and departments of the City and County to accept credit cards, debit cards, and ATM cards for the payment of fees, taxes, or other charges, and to delete direct authorization for the Department of Public Works, Art Commission, Library Department, Recreation and Park Commission, Parking and Traffic Commission, Department of Animal Care and Control and the Treasurer/Tax Collector to accept payment by credit card, debit card, or ATM card.

**Description:** The Administrative Code has been amended five times since 1990 to permit members of the public to remit payment for taxes, fees, or services to certain City departments (as named in the Administrative Code) by credit card, debit cards, or Automatic Teller Machine (ATM) cards, as an alternative to paying by cash, check, or money order. (Debit cards are "stored value" cards which can be presented to creditors and debited in payment for amounts owed.)

The last such amendment occurred in February 1997 (File 97-97-5), when definitions of "credit card," "debit card," and "Automatic Teller Machine (ATM) cards" were added to the

Administrative Code, and the Treasurer/Tax Collector was authorized to accept credit, debit, or ATM cards. In addition, the most recent amendments (File 97-97-5) consolidated in one Section, Section 10.11-1, all of the existing authorizations to individual departments to accept credit, debit, or ATM cards.

The proposed ordinance would amend Section 10.11-1 of the Administrative Code to authorize all officers, boards, commissions, and departments of the City to accept credit cards, debit cards, or ATM cards for the payment of taxes or other charges, and would delete separate authorization for the Departments of Public Health, Art Commission, Public Library, Recreation and Park, Parking and Traffic, Department of Animal Care and Control, and the Treasurer/Tax Collector to accept payment by credit card, debit card, or ATM card, since all officers, boards, commissions, and departments would be authorized to accept such payments under the proposed ordinance.

The Administrative Code also currently requires any of the authorized departments wishing to accept credit or ATM card payments to request and obtain the prior approval of the Controller and the Treasurer, "prior to the establishment of any ATM or credit card or ATM card payment system." The proposed ordinance would continue to require departments to obtain prior approval of the Controller and Treasurer before accepting credit, debit, or ATM cards.

**Comments:**

1. The following table summarizes the existing Administrative Code provisions for the use of credit, debit, or ATM cards to remit payment for City taxes or services:

**Departments authorized to accept credit, debit, or ATM cards:**

Existing Admin. Code				
<u>Section</u>	<u>Department</u>	<u>Credit</u>	<u>Debit</u>	<u>ATM</u>
10.11-1(b)	Public Health	x	-	-
10.11-1(c)	Art Commission, Recreation & Park, and Public Library	x	-	x*
10.11-1(d)	Parking & Traffic	x	-	x*
10.11-1(e)	Animal Care and Control	x*	-	x*
10.11-1(f)	Treasurer-Tax Collector	x	x	x*
<b>Proposed</b>	All City Departments	x	x	x*

\*restricted to in-person payments with proper identification.

2. As shown above, the Department of Public Health is not currently authorized to accept ATM cards, but is authorized to accept credit cards, whereas the other departments authorized to accept credit cards are also authorized to accept ATM cards. The Department of Animal Care and Control is currently authorized to accept credit card payments only in person with valid identification, whereas the other individual departments listed are authorized to accept credit card transactions over the phone. None of the departments except the Treasurer-Tax Collector are currently authorized to accept debit cards.

As shown above, the proposed ordinance would make all City departments, boards, and commissions eligible to accept credit, debit, or ATM cards, provided that the department obtains prior approval from the Treasurer and the Controller.

The proposed ordinance would delete existing Administrative Code Sections 10.11-1(b) through (f), concerning the individual departments currently authorized to accept payment by credit, debit, or ATM card.

3. Mr. Richard Sullivan, the Tax Collector, strongly supports this legislation. Mr. Sullivan notes that the public is expected to benefit by having new payment options become available, while the City could potentially receive and invest revenues paid by credit card sooner than it otherwise would, thus potentially increasing the interest which is earned by the City on its revenues and collections.

**Recommendation:** Approve the proposed ordinance.





Item 1b - File 101-96-48

**Department:** Department of Parking and Traffic (DPT)

**Item:** Ordinance appropriating \$100,000, Parking and Traffic Department, of Traffic Fine Revenue for other current expenses related to the cost of the Red Light Camera Enforcement Pilot Project.

**Amount:** \$100,000

**Source of Funds:** Traffic Fine revenue generated by the Red Light Camera Enforcement Pilot Project.

**Description:** According to DPT, the purpose of the Red Light Camera Enforcement Pilot Project, for the pilot period beginning October 15, 1996 and ending October 31, 1997, is to test the effectiveness of using cameras to enforce traffic regulations against motorists who do not stop at red lights. Citations are issued to owners of any vehicle which is photographed running a red light. To date, nine cameras have been installed, at the following four locations:

19th Street and Holloway Avenue  
Seventh and Mission Streets  
Fifth and Howard Streets  
19th Avenue and Sloat Blvd. (as of 1/13/97)

DPT reports that approximately 500 citations per month have been issued since the October 1996 inception of the Pilot Project (based on the three cameras which have been operative prior to January 13, 1997). DPT estimates that it will issue a total of approximately 7,800 citations, or an average of 624 citations per month, during the approximate 12.5 month period of the Pilot Project which began on October 15, 1996 and is expected to be completed October 31, 1997.

The proposed ordinance would appropriate \$100,000 in Traffic Fine revenue to the Department of Parking and Traffic (DPT), to operate the Red Light Camera Enforcement Pilot Project retroactively from October 15, 1996 through October 31, 1997.

The traffic fine under the California Vehicle Code for running a red light is \$104. Total revenues from the \$104 fine, imposed by the City, pursuant to State law, for red light moving violations are allocated as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

State of California	\$57.50
San Francisco General Fund	17.50
Municipal Court/Night Court	1.00
Emergency Medical Fund	8.00
Automated Fingerprint Fund	19.96
Courthouse Construction Fund	<u>.04</u>
Total Fine	\$104.00

The \$100,000 proposed appropriation of Traffic Fine revenues to DPT for the Red Light Camera Enforcement Pilot Project would be derived from the \$17.50 share of each individual \$104 Traffic Fine which accrues to the General Fund; specifically, for each \$104 Traffic Fine imposed by the City as a result of the Red Light Camera Enforcement Pilot Project, the City's \$17.50 share of the Traffic Fine revenue is credited to the Street Improvement Project Fund, rather than to the General Fund, for the purpose of operating the Red Light Camera Enforcement Pilot Project.

DPT would use the proposed \$100,000 appropriation to pay contractors \$17.50 for each citation issued under the pilot project. The contractors would provide services for film retrieval and developing, and sending the traffic citations to the registered owners of the vehicles.

DPT estimates that the contractors' costs are higher than \$17.50 per paid citation, but the \$17.50 fee paid by the City to the contractors for processing citations was a negotiated amount based on the amount of the Traffic Fine for running red lights which is allocated to the City's General Fund, according to Ms. Kathryn Hile of DPT. The contractors are not paid by the City to process a citation if the motorist has not paid the Traffic Fine, according to DPT.

In addition to appropriating the requested \$100,000 of Traffic Fine revenues, the proposed ordinance would also authorize blanket appropriation authority, without subsequent approval of the Board of Supervisors, for DPT to expend all Traffic Fine revenues which are collected as a result of this Pilot Project in excess of the subject request of \$100,000.

**Budget:**

DPT estimates that it will expend \$95,881 for the services of the independent contractors who operate the Pilot Project, as follows:

**BOARD OF SUPERVISORS**  
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Estimated No. of Citations	
10/15/96 - 1/15/97 (500 x 3 months)	1,500
1/16/97 - 10/31/97 (666 x 9.5 months)	6,327
Total Estimated Citations	7,827
Collection rate (70 percent)	.70
Processing Cost to City (per paid citation)	<u>\$17.50</u>
Total Estimated Costs	\$95,881

**Comments:**

1. The Pilot Project began operating approximately October 15, 1996. The proposed \$100,000 appropriation would be for the period of the Pilot Project, between October 15, 1996 and October 31, 1997. If the Project continues after October 31, 1997, additional revenues from Traffic Fines would need to be appropriated to support the program, according to Ms. Hile.

2. The specific services to be provided by outside contractors for this program include operating and maintaining the cameras, retrieving film from and reloading each camera with new film on a regular basis; developing the film; identifying the offending vehicles through access to State Department of Motor Vehicles data; and issuing citations. The contractors will also provide expert witness testimony in Court if a motorist protests the citation, according to DPT.

3. According to Mr. Jack Fleck of DPT, only three firms were identified nation-wide which provide the highly technologically advanced services which are used to issue traffic citations based on photographic evidence. All three firms initially agreed to participate in the Pilot Project, but one, American Traffic Systems, subsequently declined.

The two vendors operating the program are Electronic Data Systems of San Francisco, CA and U.S. Public Technologies of San Diego, CA. DPT states that neither of these firms is an MBE/WBE/LBE firm.

4. Administrative Code Section 12B requires that firms doing business with the City must provide benefits to the domestic partners of their employees which are equal to any benefits provided to spouses of employees. Mr. Fleck states that DPT has been advised by the City Attorney's Office that the new requirements do not apply to the current contracts with Electronic Data Systems and U.S. Public Technologies Inc., since the current contractual services commenced in October 1996, before the requirement took effect. The domestic partners' benefits requirement would apply to any contract to

provide these services after October 31, 1997, according to Mr. Fleck.

5. In 1995 the San Francisco Transportation Authority provided \$250,000 in start-up costs to enable three contractors to install cameras at six intersections (two intersections per vendor). The attached letter from DPT details DPT's expenditure of this previous appropriation of \$250,000 to install cameras for the Red Light Camera Enforcement Pilot Project, and also explains the basis of DPT's estimate for the current requested \$100,000 supplemental appropriation to operate the program through October 31, 1997.

6. Since the requested funds would be used by DPT to pay expenses of the Pilot Project since October 1996, the proposed ordinance should be amended to reflect that approval to expend the funds would be granted retroactively to October 15, 1996.

**Recommendations:** 1. Amend the proposed ordinance to approve the expenditure of funds for the Red Light Camera Enforcement Pilot Project retroactively to October 15, 1996.

2. We recommend approval of the proposed ordinance, as amended, except that we consider authorizing blanket appropriation authority in excess of this request of \$100,000, without obtaining subsequent approval of the Board of Supervisors, to be a policy matter for the Board of Supervisors.





WILLIE LEWIS BROWN, JR., MAYOR  
BILL MAHER, EXECUTIVE DIRECTOR

City and County of San Francisco



### MEMORANDUM

To: Harvey Rose  
Budget Analyst

Through: Bill Maher *B.M.*  
Executive Director

From: Jack Fleck *JF.*  
Project Manager, Red Light Camera Enforcement Project

Subject: Supplemental Appropriation for Pilot Red Light Camera Program

Date: March 6, 1997

This memo is to follow up on my discussion today with Vicky Mead of your office.

In 1995 the Transportation Authority approved \$250,000 for installation cameras at six locations by three different vendors in this pilot program. One of the vendors, American Traffic Systems, dropped out of the program last year. The other two vendors, EDS and US Public Technologies, have installed cameras at four intersections. (See Red Light Cameras Fact Sheet attached)

The vendors will be paid \$30,000 per intersection for those installations for a total of \$120,000. 10% of that amount is being withheld for final completion of the pilot project. Therefore, the vendors have been paid \$108,000 for the installation of the cameras to this date. \$60,000 is still available for installing cameras at the two locations that American Traffic Systems had been assigned. We are currently working with the two other vendors to have them pick up those intersections.

The remainder of the \$250,000 (\$70,000) was earmarked for city staff to cover project management of this program. Approximately \$50,000 of this total has been spent to date.

The supplemental appropriation request for \$100,000 is to reimburse the vendors for operating the cameras, collecting and processing film, and mailing citations. They are

to be paid at the rate of \$17.50 per paid citation. This is the portion of the \$104 fine that comes to San Francisco's General Fund. Other funds including Emergency Medical Fund, Night Court, Automated Fingerprint Fund, and Court Construction Fund receive an additional \$29 from the \$104.

Based on the first three months of the program--the program began issuing citations in October of 1996--the vendors have issued approximately 500 citations per month from three locations. The fourth location, Sloat Boulevard and 19th Avenue began issuing citations in February so we expect the total to increase by approximately 1/3. Assuming we issue 7827 citations in the pilot program with a 70% collection rate (still an estimate based on preliminary figures), the program will reimburse the vendors a total of \$95,881 for the 12 month pilot project. Therefore, the \$100,000 supplemental appropriation would be just adequate. Note: the estimated 7,827 per year = 500/month for 3 months and 666/month for 9.5 months

Of course this is just an estimate based on future paid citations. If drivers stop running these red lights, the revenue will drop. Also, when we add two additional intersections, the revenue will increase. The key point, however, is that the program is revenue neutral for the General Fund, and revenue positive for the City and County as a whole, due to the other funds receiving fines as noted above. If the \$100,000 is being depleted prior to the end of the pilot program, we will come back to the Board for an additional supplemental appropriation.

Please contact me at 554-2344 if you have any questions about this project.

Attachment: Red Light Cameras Fact Sheet dated February 26, 1997



**RED LIGHT CAMERAS FACT SHEET**

February 26, 1997

**Accident/Enforcement Statistics**—Red light violations cause approximately 1,000 reported accidents annually in San Francisco—9% of all accidents and 17% of all injury accidents. These accidents cost the local economy an estimated \$21 million (based on the Urban Institute's estimate of \$21,000 per non-fatal accident). Considering unreported accidents and fatalities, the actual cost is much higher.

The San Francisco Police Department issues more than 15,000 citations annually for running red lights. Given 1,000+ signals in San Francisco and using a low estimate of 10 violations per signalized intersection per day, we estimate that there are more than 3.5 million red light violations annually in San Francisco.

**State Law**—Senate Bill 833 went into effect in January of 1996. It amends the California Vehicle Code to allow "automated enforcement" of red light violations. The law requires identification of the driver since it calls for a moving violation that goes against a driver's record. Notices to appear must be mailed within 15 days of the date of the violation. Failure to respond to the mailed notice to appear will result in drivers being unable to renew their drivers' licenses.

**San Francisco's One Year Pilot Program**

**Funding**—The San Francisco Transportation Authority authorized \$250,000 from sales taxes to install red light cameras in a pilot project. Vendors receive \$30,000 per intersection to cover installation of loops and conduits and \$17.50 per paid citation to cover film developing and citation processing costs. (\$17.50 is the portion of the \$104 fine that goes to the San Francisco General Fund.)

**Vendors**—Two vendors are now active in the pilot project. They are:

EDS—Contact: Barbara Miller, 415-495-4433

US Public Technologies--Contact: John Murray, 213-295-0610

**Status**—Four intersections are now in operation—5th & Howard Streets, 7th & Mission Streets, 19th & Holloway Avenues, and 19th Avenue & Sloat Boulevard. San Francisco Police started issuing citations in mid-October based on the photographed violations. As of January 31, approximately 1500 citations had been sent out.

**Next Step**—San Francisco plans to add two more intersections, Market Street & Van Ness Avenue and 9th & Howard Streets, to the pilot program in the near future. In addition San Francisco plans to produce a report and develop an expanded program upon completion of the pilot program.

For more information contact Jack Lucero Fleck—415-554-2344



Item 2 - File 7-97-2

**Department:** Public Transportation Commission (PTC)  
Municipal Railway (MUNI)

**Item:** Ordinance approving revised fare schedule for the San Francisco Municipal Railway's contracted lift van and group van paratransit services to provide for lift van services at a rate of 90 cents per trip or a \$35.00 monthly fast pass, and group van services at a rate of 60 cents per trip, and to credit any increased revenues from such fares to provide for additional paratransit services.

**Background:** Paratransit services are door to door taxi and van services for persons who are prevented from using the services of the Municipal Railway (MUNI) due to a physical or cognitive disability. Paratransit services are provided as alternative transportation opportunities to City residents who (a) are elderly or disabled, (b) file an application which requests paratransit services, and (c) are certified for such services by the MUNI's Paratransit Broker, based on the Americans with Disabilities Act (ADA) eligibility criteria.

MUNI's Paratransit Broker is Cerenio Management Group (CMG), a private company currently under contract with MUNI. The contract amount is \$1,584,877 in FY 1996-97. CMG administers paratransit services in San Francisco. In addition to certifying ADA eligible clients for the Paratransit Program, CMG markets the City's Paratransit Program, manages the taxicab scrip reimbursements, oversees competitive bids for the lift and group van sub-contractors, coordinates agreements for out-of-town trips with comparable services provided by BART, Golden Gate Transit, SAMTRANS, etc., handles rider complaints and provides on-going monitoring of and reporting of paratransit activities.

After ADA eligibility has been certified by the Paratransit Broker, the eligible paratransit user may purchase:

- taxicab scrip at 10 percent of face value, or a 90 percent discount, of a taxicab ride. The scrip is used in the place of cash to pay for taxicab fares. This service is for paratransit clients whose trips are individual in nature, e.g. shopping or personal appointments. The trips are provided through four taxi companies (Yellow Cab Cooperative, Luxor Cab, DeSoto Cab and National Cab) 24 hours a day, 7 days a week. As noted above, the paratransit client pays 10 percent while the City pays 90 percent of the total cost of the taxicab fare. The average trip fare for a taxi user is 90 cents per trip which is

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comparable to the proposed lift van fares.

- a monthly \$8.00 pass for unlimited rides on a lift-van for eligible customers using wheelchairs. For this service Cerenio Management Group contracts with a single sub-contractor, MV Transportation, who operates lift vans. The service is available seven days a week, 24 hours per day, and requires at least a one day advance notice for a reservation to provide sufficient time for the scheduling of trips.
- a monthly \$8.00 pass for unlimited rides with organizations which have an agreement with the Cerenio Management Group, to transport eligible paratransit riders in group vans on prescheduled trips. At the present time there are six group van companies funded directly by the Public Transportation Commission, MV Transportation, Delancy Street, Canon Kip, Industrial Passenger Services, Kimochi and Shanti, and seven companies funded directly by the Commission on Aging, John King Senior Center, Centro Latino, Canon Kip, Kimochi, MV Transportation, Self Help for the Elderly and Grosvenor. Service is available 24 hours per day, seven days a week, and is demand driven. For such trips, organizations work directly with the Cerenio Management Group (CMG) to provide their members with group van transportation services.

MUNI estimates that approximately 13,000 San Francisco residents are currently eligible for paratransit services, although not all of these persons use the paratransit services on a regular basis.

**Description:**

The Board of Supervisors recently approved a paratransit user fare schedule for taxicab service whereby all paratransit users would pay 10 percent of the taxicab meter fare regardless of income in order to comply with ADA requirements (File 7-96-7). According to Ms. Annette Williams of MUNI, this fare decrease represents an approximate annual decrease in fare revenues to the City of \$136,000.

This proposed ordinance would revise the existing paratransit fare schedule for the lift van and group van fares. Under the proposed paratransit fare schedule, the following provisions would apply:

- (1) Currently, lift-van users pay \$8.00 for a monthly pass for unlimited rides. Under the proposed fare revisions, lift-van users would either pay \$0.90 per lift-van trip or pay \$35.00

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**BUDGET ANALYST**



for a special monthly MUNI pass from the Paratransit Broker, who has affixed a special decal that identifies the client as eligible for the lift-van service. Therefore, the cost of the monthly pass will increase by 338 percent (\$8.00 to \$35.00). Ms. Williams states that less than 10% of lift van riders would elect to purchase the \$35.00 Fast Pass because the Fast Pass is only economical if used for more than 39 trips per month. According to Ms. Williams, the majority of lift van riders take an average of 17 trips per month and therefore will pay a fare of \$0.90 per trip or an average cost of \$15.30 and will not purchase a \$35.00 special monthly MUNI pass. At \$0.90 per trip, a cost increase to each user of \$7.50 per month would occur in excess of the present \$8.00 paid for a monthly pass, representing an increase of 91 percent.

(2) Currently, group van users pay \$8.00 for a monthly pass for unlimited rides. Under the proposed fare revisions, a monthly pass will no longer be available and instead group van agencies or users would pay \$0.60 per trip. This proposed fare would either result in an increase or decrease to the group van agency or user depending on the number of actual trips taken in any particular month. If the group van user takes 13 or less trips per month, there would be a savings (13 times \$0.60 equals \$7.80). If the group van takes 14 or more trips a month, the fares will increase (14 times \$0.60 equals \$8.40).

In Fiscal Year 1996-97 fare revenues account for 6.4 percent of the total Paratransit Services Program. Such fare revenues are expected to continue at the same level if the proposed fares are approved.

<u>Description</u>	<u>Amount</u>	<u>Percent of Total</u>
Paratransit Fares <sup>1</sup>	\$ 712,817	6.4
General Fund Contribution	3,770,388	33.9
Transportation Authority (sales tax funds)	4,746,000	42.7
ADA funding	784,448	7.1
Commission on the Aging	591,885	5.3
State Transit Assistance	<u>504,913</u>	<u>4.6</u>
Total	\$11,110,451	100.0

**Comments:**

1. Attachment 1 to this report shows the present and proposed paratransit fares requested by the Public Transportation Commission and provides a comparison of

<sup>1</sup> Based on actual fares collections received in FY 1995-96.

costs and usage among the three different modes of transportation. This Attachment also identifies the funding sources of the Paratransit Program, compares paratransit services provided in the Bay Area and identifies the different types of services provided under the City's Paratransit Program.

2. Attachment 2 to this report provides the FY 1996-97 paratransit budget as approved by the Board of Supervisors. The total Paratransit budget for FY 1996-97 is \$11,110,451.

3. Ms. Annette Williams of MUNI states that the proposed increases associated with the lift-van and group van paratransit services are estimated to result in net increased annual revenues to the City of \$138,000.

4. According to Mr. Griff Humphrey, a member of the Paratransit Coordinating Council (PCC) who is working on the Safety Net Committee, PCC understands that the fares for lift and group vans need to be raised in order to comply with ADA regulations, which require parity between the different modes of service in the paratransit program. PCC requested a delay in implementation of these fare schedule changes at the Budget Committee meeting of December 11, 1996, in order to provide more time to the members of the disabled community to adjust their budgets accordingly. According to Mr. Humphrey, the PCC is hopeful that some agreement can be reached to assist low income members of the disabled community with these fare increases. Mr. Humphrey states that discussions with MUNI have begun in this regard. The two key issues in developing subsidies are finding sources of funding and deciding on a criteria for eligibility.

5. At the Budget Committee meeting of December 11, 1996, concerns were expressed about the proposed fare increases. Attachment 3 to this report is a memorandum from the Municipal Railway explaining that, at the request of the Budget Committee, the Public Transportation Commission has recommended a change in the implementation date of the fare increases from January 26, 1997 to July 1, 1997. The memorandum also states that MUNI has begun to meet with the PCC to address some of their concerns and develop a fare assistance program to assist financially needy riders. There are 37 voting members and 8 non-voting members on the PCC Executive Committee representing the over 1000 members of the Council which advises MUNI on the needs and concerns of paratransit users. MUNI and the PCC Safety Net Committee are now working on the development of a



Memo to Finance Committee  
March 12, 1997 Finance Committee Meeting

means test to allocate fare subsidies to paratransit riders who face the greatest difficulty with the fare increases.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

## PUBLIC TRANSPORTATION COMMISSION

## MUNICIPAL RAILWAY

## PARATRANSIT FARE CHANGE PROPOSAL

## SUMMARY

Paratransit service in San Francisco is provided by the Paratransit Broker through a contract with Muni to certified consumers and in three different modes: Group Van, Lift Van and Taxi. This heavily subsidized program delivers about 1 million trips at a cost of approximately \$11 million annually. Lift van trips are the most costly, accounting for 7.8% (72,167) of the total trips, but 16.9% of the expenditures (\$1.66 million). The Group Van service carries 30% (275,335) of the trips, but requires only 20.9% of the total costs (\$2.04 million). Taxis are responsible for 54.2% (498,405) of trips, while expending 41.8% of the budgeted resources (\$4.08 million). In addition, 73,089 trips or 8.0% of the total trips are special group trips through the Commission on the Aging for an additional 5.5% of the budget (\$.5 million).

The current paratransit fare structure is variable both within the Taxi mode and across modes. Currently, paratransit riders pay different fares according to their income, and users of different paratransit modes pay disparate fares. The result of this variable pricing is counter to the intent of the Americans with Disabilities Act which takes full effect in January, 1997. Two important aspects of the proposed fare change will (1) allow Muni to be in compliance with the ADA fare regulations and (2) eliminate existing fare inequities across modes. The proposed change is NOT intended as a revenue generating measure. Indeed, the proposed fare change will decrease fares for some paratransit users and raise fares for others, resulting in no net change in revenue generation. In addition, fares account for less than seven percent of the program's total revenues, and the proposed changes will not alter the proportion of revenue sources for this program. The following table reflects the current and proposed paratransit fares.

MODE	CURRENT	PROPOSED
Taxi	10% of meter fare if income under \$750/mo.  50% of meter fare if income is over \$740/mo.	10% of meter fare for all users.
Lift Van	\$8.00 per month	90 cents per trip \$35 per monthly pass
Group Van	\$8.00 per month	60 cents per trip

## San Francisco Paratransit Program Fare Structure Recommendations and Background Information

### Proposal

It is proposed that fares be modified in the San Francisco paratransit program to comply with the Americans with Disabilities Act and to ensure equitable fares between modes in the program. Under this fare proposal, all taxi users would pay 10% of the meter rate (currently 90 cents for the average fare). Lift-van trips would cost 90 cents per trip up to a maximum of \$35 per month for unlimited rides, and group van trips would cost 60 cents per trip. The Paratransit Coordinating Council has endorsed this fare proposal.

### FY 1996-97 Paratransit Service Projections and Proposed Fares

mode	trips/year	cost to program/trip	proposed fare
group van	305,320	\$7.62	60 cents/trip
lift-van	65,900	\$22.77	90 cents/trip; \$35 for monthly "Fast Pass"
taxi	584,800	\$8.30	10% of meter fare for all users

### Rationale

The Municipal Railway and the Paratransit Coordinating Council are supporting this new fare structure as a means to providing greater fare equity between modes for the San Francisco Paratransit Program. Under this proposal, Group Van and Lift Van modes will have flat, per trip fares, while the Taxi mode will average 90 cents per trip, based on a meter fare. In addition, taxi subsidies will no longer depend on income; all riders will pay 10% of the meter fare. Under this proposal, group van fares will be lower than the taxi and lift van modes because:

- a) agencies which participate in the group van program provide substantial staff time to schedule trips, assist consumers, and otherwise administer the program. This participation makes the program more efficient;
- b) many agencies provide vans--at no cost to the program--to be used for paratransit trips

Muni must be in full compliance with the ADA by January, 1997. The proposed fare structure will ensure that fares are equitable among paratransit modes and that paratransit fares do not exceed twice the full fixed-route fare, as mandated by the ADA. This proposed fare structure is one component of compliance that Muni must meet by January, 1997.

**Background**

The San Francisco Paratransit Program is considered among the finest in the nation. For more than 15 years, seniors and persons with disabilities have received extensive, personalized paratransit services. Since its inception, the number of trips provided has increased and the quality of service has improved. Last year over a million paratransit trips were provided in San Francisco to some 13,000 registered users. The projected budget for FY 96-97 is \$11.1 million.

The funding sources include:

General Fund	\$4,483,202
Transportation Authority (sales tax funds)	\$4,746,000
BART ADA funding	\$784,448
Commission on the Aging	\$591,885
State Transit Assistance	<u>\$504,913</u>
<b>TOTAL</b>	<b>\$11,110,451</b>

San Francisco provides the greatest level of service of any paratransit program in the Bay Area. The following is a comparison between San Francisco and a few other local operators:

**Comparable Paratransit Services Around the Bay Area**

<u>Agency</u>	<u>Fares/Trip</u>	<u>Annual trips/FY 94-95</u>	<u>Area Population</u>
<b>Municipal Railway</b> (proposed fares)	lift-van: 90 cents / trip taxi: 10% of meter fare, currently 90 cents average fare, group van: 60 cents per trip	990,010*	730,000
<b>Santa Clara County</b> <b>Transit</b>	\$2.20 (all modes)	326,000	1,541,000
<b>SamTrans</b>	\$1 (individuals) \$1.39-2.32 (group van)	184,828	650,000
<b>Marin County Transit</b>	\$1.25 (lift-van mode)	50,388	238,000
<b>Golden Gate Transit</b>	\$4-\$9/trip	2,340	242,829
<b>BART/AC Transit</b> <b>Paratransit Consortium</b>	\$1.75 - 5.25	na	+

\*includes an estimated 19% shared taxi rides

+ service area continually expanding to eventually include within 3/4 mile of all AC Transit/BART stations

Currently in San Francisco there is a list of approximately 350 people waiting to be processed for paratransit services. The Broker, Cerenio Management Group, receives approximately 250 new applications per month. In addition, the Broker is re-certifying all registered consumers using the Bay Area regional ADA assessment form.

### Fundamental Components of the San Francisco Paratransit Program

#### ① Affordability

San Francisco has long recognized that service is not accessible to disabled persons if it is not affordable to the people who need to use it. Approximately 85% of the paratransit consumers have incomes under \$750 per month—it is important that fares be kept reasonable to allow full access to transportation. To this end, Muni has consistently maintained lower fares than many other transit properties (see chart above).

#### ② Input from the Disability Community

Access to public transportation is essential to ensure mobility and independence for people with disabilities. Recognizing this importance, many people with disabilities serve on the Paratransit Coordinating Council (PCC). Comprised of paratransit consumers, service providers, and social service agency representatives, the PCC has provided a strong advocacy role since the inception of the paratransit program more than 15 years ago. It continues to serve as an advisory body to Muni and the Public Transportation Commission. Due to the efforts of this body and disabled consumers, the program has a proven record of effectively serving the disability community and working with Muni to be innovative.

The PCC has endorsed these fare increases for group van and lift-van as a means of bringing fare equity to the program by charging comparable fares for all modes. Furthermore, the PCC has acknowledged that the increase in services mandated by the ADA may create a funding shortfall. Muni recognizes the necessity of community participation in meeting these mandates. The community realizes that in order to meet the demands of the ADA, provide services to everyone in the City who needs it, and introduce fare parity among all modes, some sacrifices need to be made by current paratransit consumers.

Many PCC meetings were held to discuss the fare structure, and the PCC deserves credit for considering fare hikes even though these increases affect them as individuals. The PCC also recommends that this new fare structure be kept in place for a minimum of two years.

#### ③ Compliance with the Americans with Disabilities Act

Muni must meet the paratransit demands of the ADA by January 1997. These provisions will ensure that paratransit services are being provided to those who are *unable* to use Muni's fixed-route services. This new fare structure will help Muni meet the fare provisions of the ADA.

#### *ADA paratransit demands which Muni must meet by January 1997*

- assure that fares are not more than twice the full fixed-route fare (\$2.00, in Muni's case)
- eliminate capacity constraints:
  - no waiting lists
  - no restriction on amount of service an individual may use



- assure that subscription trips are less than 50% of trips available at any time of the day (reservations for repeated service at same time every week)
- provide service to visitors
- certify and provide ADA services to all ADA-eligible applicants within 21 days

Some of the ways in which Muni paratransit services exceed the mandates of the ADA include:

- door-to-door service for van users, rather than curb-to-curb service
- same day scheduling for taxi users, rather than day before reservations
- stair assists for wheelchair users who have inaccessible residences
- pre-scheduled group trips, which do not require individuals to make their own reservations
- fares which are less than twice the full fixed-route fare

The disability community feels all these provisions are necessary to ensure a viable, user-friendly paratransit program which meets the needs of disabled consumers.

### Conclusion

The proposed fare structure brings the San Francisco paratransit program into compliance with the fare mandates of the Americans with Disabilities Act, which require transit properties to charge no more than twice the full fixed-route fare.

This fare structure also addresses existing fare inequalities in the paratransit program by standardizing fares for all modes. Lift-van and the average taxi fare will be 90 cents per trip, regardless of the consumer's income. Group van fares will be 60 cents due to the extra assistance provided by the agencies, which reduces per trip cost to the program. It is anticipated that the proposed fares increases will generate sufficient revenue to offset the revenue lost by the increased subsidy for taxi users.

The proposed fares are significantly less than those of other Bay Area transit properties and less than what the ADA allows Muni to charge. Muni's goal is to make the program viable yet still affordable to allow consumers access to these comprehensive services.



## OFFICE USE ONLY

PROPOSED PARATRANSIT BUDGET  
FY 1996-97

Mode	\$ Amount	Estimate Trips	Unit Cost
TAXI	14,854,233	584,800	8.30
LIFT-VAN	1,558,959	65,900	22.77
GROUP-VAN			
MV Transportation	1,147,837	146,970	7.81
Defencey	278,840	41,000	6.65
.....Freewheelers	51,000	7,130	7.15(b)
Canon Kip	50,620	7,520	6.73
IPS	669,900	85,700	7.55
Kimochi			8.17(b)
Shanti	112,500	15,000	7.50
	14,800	2,000	7.40
GROUP VAN SUBTOTAL	2,325,497	305,320	7.62
INTERCOUNTY			
Taxi	81,500	6,300	
Lift-van	11,500	500	
Comsis	2,000	800	
others	5,000	2,000	
Visitors	5,000	550	
<PTC TOTAL>	8,843,689	966,170	
COA	591,885(c)	80,690	6.75
SERVICE TOTAL	9,435,574	1,046,860	
Debit Card Program	50,000		
Photo Lab	40,000		
BROKER	1,584,877		
PROGRAM TOTAL	11,110,451	1,046,860	

(a) 3% COLA

(b) Also is mixed mode wheelchair r/c's

(c) Includes Broker cost = 147,351, Service level budget = 1544,534

version 07-01-96, 15:16

## Background Information on Paratransit Fare Recommendation

In November 1996, the Public Transportation Commission submitted a paratransit fare proposal to the Board of Supervisors to amend the existing fare structure in accordance with the provisions of the Americans with Disabilities Act by the ADA compliance deadline of January 26, 1997. This fare structure, which had been developed with the close participation of the Paratransit Coordinating Council, a community advisory body to the Public Transportation Commission, was designed to achieve two objectives of ADA compliance. These were to ensure that paratransit taxi fares do not exceed twice the level of Muni fixed routes fares, and second to establish fare parity among the different modes of service in the paratransit program.

At the Budget committee of the Board of Supervisors, the first goal of ADA compliance, ensuring that paratransit taxi fares do not exceed twice the level of Muni fixed route fares, was approved for implementation by the ADA compliance deadline of January 26, 1997; however, a request was made to delay implementation of establishing fare parity in the program until July 1, 1997 in order to provide group van agencies and lift van customers affected by fare increases enough time to prepare for the impending fare changes. The fare parity component of the fare structure involves raising lift van and group van fares to a comparable level to the fares in the paratransit taxi mode. Lift van fares would be changed from an \$8.00 monthly pass for unlimited to rides to a 90 cents per trip rate (riders who take a high volume of trips could take advantage of a \$35.00 Fast Pass), and group van fares would change to a 60 cents per trip rate. In addition, it was recommended that the Public Transportation Commission establish a transitional fare assistance program to assist financially needy riders.

Based upon the new City Charter, the Board of Supervisors could only accept or reject the fare recommendation as proposed and did not have the authority to make any modifications to the implementation date. Therefore, the Board requested the Public Transportation Commission to come back to the Board with a new implementation date for the fare parity component of the fare recommendation. On January 14, 1997, the Public Transportation Commission held another public hearing on the fare increase and formally approved a revised implementation date of July 1, 1997 to raise fares in the lift van and group van modes. The Public Transportation Commission also directed Muni to work with the Paratransit Coordinating Council to establish a fare assistance program which will also be implemented in July, 1997. Muni and the PCC Safety Net committee are now working on the development of a means test to allocate fare subsidies to paratransit riders who face the greatest difficulty with the fare increases, to be implemented concurrent with the fare increases.

Item 3 - File 27-97-3

**Department:** Airport Commission

**Item:** Resolution authorizing a lease of real property at the Interstate 380 Overpass and South Airport Boulevard, in South San Francisco, for the storage of equipment and materials for the Airport's Master Plan.

**Location:** Unimproved land located at the Interstate 380 Interchange and South Airport Boulevard.

**Purpose of Lease:** Storage of the equipment and materials which are to be used during the Ramps Project, a component of the Airport's Master Plan (File 101-92-11).

**Lessor:** State Department of Transportation (Caltrans)

**Lessee:** Airport

**No. of Sq. Ft.:** 75,934 square feet

**Cost:** Approximately \$.04 per square foot per month  
\$3,040 per month or \$36,480 per year

**Term of Lease:** March 1, 1997 to February 29, 2000 (three years)

**Source of Funds:** Airport Revenue Bonds

**Description:** According to Mr. Robert Rhoades of the Airport, the Airport does not have sufficient land available for storage of equipment and materials which are to be used during the Ramps Project. The proposed lease would provide the Airport with such necessary storage space. The Ramps Project, a part of the Airport's Master Plan, is to construct modifications to various US Highway 101 ramps and interchanges in order to provide access to the Airport's new International Terminal and to accommodate future increases in passenger volume.

The proposed three year lease contains a provision that the City will hold Caltrans harmless from any and all claims for damage to property, or injury to, or death of, any person. The Hold Harmless provision also states that the City will hold Caltrans harmless from all responsibility and claims for damages resulting from the presence or use of hazardous materials on the premises during the City's occupancy of the land.

Mr. Rhoades reports that there is no option to renew the lease after the three year term expires.

**Comments:**

1. Mr. Ken Chopping of the Department of Real Estate advises that the proposed annual rate of \$36,480, or \$0.04 per square foot, represents the fair market value for the property, based on an appraisal of the land and negotiations with Caltrans.

2. According to Mr. Bob Kuo of the Airport, the Airport funds for the proposed lease would be made available from Airport bond funds from the Airport's \$2.4 billion Master Plan approved by the Board of Supervisors in December of 1992 (File 101-92-11).

3. According to Mr. Rhoades, the proposed lease commenced on March 1, 1997. Consequently, the resolution should be amended to give retroactive authorization for the lease.

4. Ms. Adrian Go of the City Attorney's Office reports that the hold harmless provision is customary for the proposed type of lease and does not expose the City to a significant risk.

5. The Attachment, provided by the Airport, is a map of the proposed lease area.

**Recommendations:** 1. In accordance with Comment No. 3 above, amend the resolution to provide for retroactive authorization for the lease.

2. Except for the hold harmless provision of the lease, which we consider to be a policy matter for the Board of Supervisors, we recommend approval of the proposed resolution.



## CITY OF SOUTH SAN FRANCISCO

EXHIBIT I

FLA-04-SM-380-5

Gross Area 78,800 ± Sq. Ft.  
 Area of Columns 2,866 ± Sq. Ft.  
 Net Area 75,934 ± Sq. Ft.  
 Area Under Structure 59,000 ± Sq. Ft.

SCALE IN FEET



Dimensions and distances shown are approximate. Where greater accuracy is required an engineering field survey is suggested.

STATE OF CALIFORNIA  
 DEPARTMENT OF TRANSPORTATION  
 DISTRICT 04

FLA

04-SM-380-5

DRAWN BY	SK	DATE	5-07
CHECKED BY	KALI SHOWN		
CO.	RTE. P.M. DR. NO.		
SM	380 6.6	2 of 2	

76





Item 4 - File 64-97-4

**Department:** Department of Public Health (DPH)  
Real Estate Department

**Item:** Resolution authorizing a new lease of real property at the Letterman Army Institute of Research Facility (LAIR) in the Presidio of San Francisco for the Department of Public Health

**Location:** Letterman Army Institute of Research Facility, Presidio of San Francisco

**Purpose of Lease:** Temporary office space for the DPH during the seismic reinforcement of 101 Grove Street

**Lessor:** National Park Service (NPS)

**Lessee:** Department of Public Health

**No. of Sq. Ft. and Cost Per Month:** 52,728 square feet @ approximately \$0.92 per square foot per month, for a total of \$48,450.66 per month, with a consumer price index increase each year, after the first year, of not less than 2%, and not more than 4% annually.

**Annual Cost:** \$581,408

**Term of Lease:** 30 months commencing on or about April 1, 1997 subject to approval of the permit for the necessary tenant improvements.

**Utilities and Janitorial Services:** The City would be responsible for paying for electricity, garbage removal, and janitorial services. These costs are estimated at \$6.50 per square foot per year, or approximately \$342,732 annually. In addition, the City would be responsible for paying a pro-rata share of the Landlord Service District Charge<sup>1</sup> during and after construction of the premises. Said charges would be approximately \$7,591.59 per month during construction, and \$11,620.37 per month after construction.

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<sup>1</sup> According to Mr. Legnitto, the Presidio is responsible for providing services usually provided by the City, including such services as police and fire services, road improvements and maintenance and park security. National Park Service, the lessor, will assess a charge, known as the Presidio Service District Charge, to the City to offset the cost of paying for these services.

**Right of Renewal:** The City has the option to renew the lease on a month-to-month basis for a period of up to one year once the initial 30 month lease period ends.

**Source of Funds:** 1990 Earthquake Safety Program, Bond Fund, and Phase II

**Description:** The proposed 30 month lease would allow the DPH to temporarily relocate 204 of the 281 employees currently working at 101 Grove Street, a City-owned building, during the seismic reinforcement of the building. The seismic work is anticipated to begin in October of 1997 and be completed by October of 1999 (24 months). According to Mr. Steve Legnitto of the Real Estate Office, the term of the lease is 30 months, beginning in April of 1997, instead of 24 months beginning in October of 1997, in order to provide the DPH with six months to move equipment and files to the facility prior to the facility's occupancy by DPH employees.

The LAIR facility is one of two locations which has been selected to temporarily relocate DPH staff currently working at 101 Grove Street. According to Mr. Legnitto, the other locations for the remaining 77 DPH staff will include the City-owned facility at 25 Van Ness, and two additional not yet specified lease locations to accommodate the Tom Waddell Clinic and the Vital Statistics Division, for a total of four locations. Mr. Legnitto reports that separate legislation will be submitted to the Board of Supervisors pertaining to these other two pending leases.

According to Mr. Legnitto, the LAIR facility was selected because of its existing laboratory and adjoining administrative space. The LAIR facility consists of three buildings, each with three floors. The DPH would be occupying two of the three buildings. Approximately 8,654 square feet of the LAIR facility would be used as laboratory space for public health investigators, approximately 40,298 square feet would be used as general office space, and the remaining 3,776 square feet would be used for storage. Mr. Legnitto reports that the third building, which is not included under the proposed lease of 52,728 square feet of space, will not be leased by DPH.

The City would hire a general contractor to make the necessary improvements to the LAIR facility, estimated to cost \$2.7 million. Attachment I contains a listing of the improvements that would be made. The City would also provide the necessary telecommunications and data wiring, for an additional estimated cost of \$450,000 (Attachment II), for a total estimated cost of \$3,150,000 for improvements.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

According to Mr. Legnitto, such costs were included in the 1990 Earthquake Safety Program budget approved by the Board of Supervisors in 1990 (File 170-90-12) and, together with moving costs, will be subject to a future supplemental appropriation request for approval by the Board of Supervisors.

The landlord would provide a rent offset in the amount of approximately \$1,486,197, to fund a portion of the cost of the improvements necessary for the DPH's occupancy (Comment No. 1).

**Comments:**

1. As noted above, the City would expend an estimated \$3,150,000 for improvements at the proposed site. According to Mr. Legnitto, the landlord would provide a rent offset in the amount of \$1,486,197, at a rate of \$49,540 per month for a total of 30 months. Mr. Legnitto reports that this offset represents the improvements to the LAIR facility being paid for by the City which would have residual value to the National Park Service. The amount of the rent offset was determined through negotiations between the National Park Service and the Real Estate Department, according to Mr. Legnitto.

2. Of the 204 DPH employees that would be relocating from 101 Grove Street to the LAIR facility, 173 would be general administration staff from the following DPH units: Accounting, Planning, Central Administration, Office of the Director, Human Resources, Equal Employment Opportunity Office, Budget Office, Community Public Health Services Administration, and Management Information Services. As previously stated, approximately 40,298 square feet would be used as general office space, or an average of approximately 232.9 square feet per employee for the 173 administrative staff. Laboratory space totaling 8,654 square feet would be used by 31 DPH employees, or 279.2 square feet per lab employee. More space is allocated for lab employees because of space requirements for laboratory equipment. The remaining 3,776 square feet would be used as storage space.

3. According to Mr. Legnitto, provision for bicycle storage is part of the tenant improvements.

4. According to Mr. Legnitto, the existing lab space at the LAIR facility was an important factor in selecting the site, as this reduced the cost of renovation significantly.

5. The Real Estate Department advises that the proposed monthly rental of \$48,450.66 represents the fair market value for the rental property.

6. According to Mr. Legnitto the National Parks Service recently informed the Department of Real Estate that the National Parks Service has decided to wait for the Presidio Trust to be in place prior to executing the proposed lease document. However, Mr. Legnitto reports that the Department of Real Estate requests that the proposed lease be approved by the Board of Supervisors. According to Mr. Legnitto, should the terms of the proposed lease change under the arrangements of the Presidio Trust, the Department of Real Estate would submit the proposed changes under separate legislation for approval by the Board of Supervisors.

**Recommendation:** Approve the proposed resolution.



## RELOCATION TO LETTERMAN ARMY INSTITUTE

## Turner Construction Company

Estimate sorted by CSI Catagories

November 20, 1986

CSI	Description	LANDLORD	TENANT	SPLIT	Total
		AREA 1 CAT 1	AREA 2 CAT 2	CAT 3	
1000	1275 General Conditions & Requirements	0	0	194,282	194,282
1500	GS45 Hazardous Waste Removal and Disposal	208,265	0	0	208,265
1501	CN09 Asbestos Removal & Miscellaneous Demo	129,812	0	0	129,812
2000	1275 Other Demolition	4,300	0	5,559	9,859
2000	1277 Site Demo, Earthwork & Paving	9,820	0	0	9,820
2000	1245 Landscaping	0	0	0	0
3000	1284 Concrete Contracting & Related service	2,000	8,300	0	10,300
3200	1275 Reinforcing steel Contractors	0	0	0	0
5700	CN13 Rolling Door	0	9,000	0	9,000
5521	CN13 Pipe and Tube Railing	0	0	0	0
5810	CN01 Expansion Joints	15,000	0	0	15,000
6402	CN10 Casework	0	87,200	0	87,200
7110	1283 Sheet Membrane Waterproofing	7,098	0	0	7,098
7120	1283 Fluid Applied Waterproofing	1,000	0	0	1,000
7270	1275 Firestoping	5,000	0	0	5,000
7800	CN01 Sheet Metal	1,630	1,000	0	2,630
7901	1275 Joint Sealant	0	0	0	0
8600	EQ67 Won Door	4,000	0	0	4,000
8305	1275 Access Doors	1,900	0	0	1,900
8710	EQ67 Doors and Door Hardware	85,000	32,000	0	117,000
8800	EQ88 Glass Mirrors and Windows	7,800	6,960	0	14,760
9255	CN08 Gypsum Board Assemblies	20,350	77,678	0	98,028
9300	CN14 Ceramic Tile	13,716	0	0	13,716
9512	1342 Acoustical Ceiling Tiles	0	0	38,644	38,644
9660	1287 Resilient Tile Flooring	11,200	0	0	11,200
9680	1287 Carpet	0	62,140	0	62,140
9900	1342 Painting	14,830	37,445	0	52,275
10100	1275 Visual Display Boards	0	0	0	0
10425	1275 Signs	2,500	12,075	0	14,575
10522	1275 Fire Extinguisher Cabinets and Accessories	2,400	0	0	2,400
10800	1275 Toilet and Bath Accessories	14,550	1,000	0	15,550
11172	1275 Owner Supplied Equipment	0	0	0	0
14000	1285 Elevator Installation and Repair	60,799	0	0	60,799
15800	1246 Heating Ventilation and Air-conditioning	119,583	155,280	28,000	302,863
15400	1279 Plumbing	101,802	110,365	1,347	213,514
15500	1286 Fire Protection Engineering	7,000	0	0	7,000
16000	1278 Electrical Contracting	32,000	307,067	0	339,067
	1275 General Contractors Fee 5%	44,168	45,875	13,392	103,435
	1275 Design Contingency 8%	74,202	77,071	22,498	173,770
	1275 Construction Contingency 15%	150,259	156,068	45,558	351,885
	<b>Sub Total</b>	<b>1,161,983</b>	<b>1,196,622</b>	<b>349,279</b>	<b>2,697,784</b>
	<b>Total</b>	<b>1,323,310</b>	<b>1,374,473</b>	<b>349,279</b>	<b>2,697,784</b>



## City and County of San Francisco

Department of Telecommunications and Information Services (DTIS)  
Division of Telecommunications

(formerly Department of Electricity and Telecommunications - DET)

901 Rankin Street San Francisco, CA 94124

(415) 550-2700 (General Information) (415) 550-2710 (General Manager) (415) 550-2773 or 550-2728 (FAX)

December 19, 1996

Through: Fred Weiner, Acting General Manager

A handwritten signature in dark ink, appearing to read "Fred Weiner".

Ms. Marilyn Thompson  
Bureau of Architecture, Dept. of Public Works  
30 Van Ness Ave, Suite 4100  
San Francisco, CA 94102

Dear Marilyn:

The Department of Telecommunications and Information Services (DTIS) is pleased to provide this budgetary quote for the Public Health Presidio relocation project. Major components of the project are projected as follows:

Item # Description

- 1 Provide complete unshielded twisted pair (UTP) category 5 (data) and category 3 (voice) station cable, copper and fiber building riser, and switchroom buildout facilities at the Presidio LAIR facility, per cable and facility specifications submitted by ABR Consulting.
- 2 Upgrade the Public Health Lucent Technologies Generic 3 (G3) PBX to Release 5; replace approximately 150 current 73xx series hybrid and 74xx series digital telephone sets with new, single-pair 84xx digital sets; change out current 8-port digital circuit packs to new 24-port packs. Changeout to 84xx digital sets and associated Release 5 software and 24-port circuit packs will result in more efficient cable and PBX facilities utilization, reducing overall cabling costs.
- 3 Provide turnkey de-installation of the Public Health G3 PBX, uninterruptible power supply, and main distribution frame cabling from 101 Grove Street and reinstallation at the LAIR. Install ISDN Primary Rate Interface (PRI) software, (2) PRI circuit packs, and (2) Channel Service Units (CSU's) to interface Park Service provided trunking services.
- 4 Provide direct-in-dial (DID) incoming and direct-out-dial (DOD) trunking services to the G3 through (2) PRI facilities furnished by the Park Service Lucent Technologies SE switch. DID number banks will mirror the current number ranges at the 101 Grove location, differing only in the prefix for most users.
- 5 Re-establish the Distributed Communications System (DCS) link between San Francisco General Hospital (SFGH) and the Public Health PBX through a Pacific Bell point-to-point T1 Hi-capacity facility. The DCS link provides extension dialing between locations, remote voicemail service for Public Health through the SFGH Intuity voicemail system, and Public Health access to the CCSF Electronic Tandem Network. T1 signal repeaters may be required due to possible signal attenuation over the distance from Pacific Bell's demarcation point at the Park Service main switchroom to the LAIR facility.
- 6 Provide approximately (5) private point-to-point data circuit connections to the LAIR facility, bypassing both the Public Health and Park Service PBX's. Signal repeaters may also be required for each circuit.



Attachment II  
Page 2 of 2Public Health Presidio Relocation - Page 2  
12/19/96

Budgetary costs for the above are itemized as follows:

<u>Item #</u>	<u>Vendor/Provider</u>	<u>Purchase/Installation</u>	<u>Monthly Maintenance/Service</u>
1	Seimens Communications	\$175,000	
2	Lucent Technologies	\$130,000	
3	Lucent Technologies	\$61,000	
4	Park Service	\$4,500	\$1,335
5	Pacific Bell	\$1,265	\$600
	Park Service	\$150	\$50
	Lucent Technologies (repeaters)	\$6,000	
6	Pacific Bell	\$6,335	\$3,000
	Park Service	\$750	\$250
	Lucent Technologies (repeaters)	\$25,000	
	DTIS overall project management	\$40,000	
	Totals:	\$450,000	\$5,235

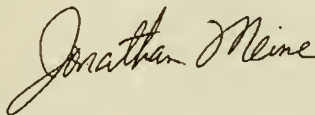
Maintenance coverage for the existing PBX equipment at 101 Grove remains in effect until 1/98. New equipment purchased for this project will be under warranty for one year, following which maintenance coverage will need to be arranged either via monthly billing or pre-paid contract.

For individuals who are moving out of 101 Grove to locations other than the Presidio, a basic budgetary amount of \$300 should be expected to move each individual.

Bear in mind that the costs quoted above are for budgetary purposes only. Should the project scope change significantly between now and the time of the anticipated start date, costs will change accordingly.

If you have any questions or require further clarification, please call me at 415-550-2955.

Sincerely,



Jonathan Meine  
Telecommunications Analyst

cc: Fred Weiner - DTIS  
Nancy Lillegard - DTIS  
Joe deRouen - DTIS  
Gary Cohen - DTIS  
Eric Miller - SFGH



Item 5 - File 97-97-8

**Department:** Police Commission

**Item:** Ordinance amending the San Francisco Administrative Code by adding Section 10.117-118 establishing a special fund to purchase and maintain exercise equipment for the Police Gymnasium at the Hall of Justice.

**Description:** The Police Department has a gymnasium located on the fifth floor at the Hall of Justice, which is open to any City and County employees assigned to the Hall of Justice, and to all Police Department employees.

The proposed ordinance would add a new Administrative Code Section 10.117-118, which would establish the Hall of Justice Gymnasium Equipment and Maintenance Fund (Fund), "for the purpose of receiving any donations, gifts, or bequests of money or property, or fees from annual dues." The fees for annual dues will be charged to all City employees assigned to the Hall of Justice who use the gymnasium. Such employees will be charged a fee of \$60 per year. According to Sergeant David Herrera of the Police Department, the \$60 fee will also be charged to any Police Department employee who is not assigned to the Hall of Justice but who visits the Hall of Justice gymnasium more than twice per month.

The proposed ordinance provides that the Fund would be used exclusively to purchase and maintain exercise equipment for use by City employees assigned to the Hall of Justice, and to all other Police Department employees, who use the Police Department's gymnasium.

According to Sergeant Herrera, one purpose of establishing the Special Fund is to allow City employees from other departments at the Hall of Justice who use the gym to contribute to its upkeep and maintenance, even if they are not Police Department employees. Currently the Police Department maintains the gym and its equipment from its own General Fund budget, but has spent less than \$500 annually for this purpose over the last several years, according to Sergeant Herrera. Sergeant Herrera indicates that there are a total of 11 departments represented at the Hall of Justice whose employees are currently allowed to use the gymnasium.

In addition to establishing the proposed Hall of Justice Gymnasium Equipment and Maintenance Fund, the proposed ordinance would appropriate all revenues which accrue to this Fund for the acquisition and maintenance of exercise equipment, for use by Police Department employees and City employees in other departments who are assigned to the Hall of Justice and who pay a \$60 annual fee to the Police Department.

The proposed ordinance would authorize the Police Commission to approve expenditures from the Fund or to delegate such authority to the Chief of Police. Any balance remaining in the Fund at the end of any fiscal year would be carried forward to the next fiscal year. The revenues expended from this Special Fund would not be subject to appropriation approval by the Board of Supervisors.

**Comments:**

1. Sergeant Herrera indicates that revenues to the proposed Fund are expected to come primarily from the \$60 annual fee, although gifts and donations may also accrue to the Fund. Sergeant Herrera indicates that there are approximately 60 to 80 individuals currently using the gymnasium on a daily basis; however, he projects that a total of approximately 100 to 200 City employees would pay the \$60 annual fee to use the gymnasium. Based on this estimated number of 100 to 200 City employees who would pay the \$60 annual fee, total revenues to the Fund are expected to be \$6,000 to \$12,000 per year, according to Sergeant Herrera.

2. As previously noted, Sergeant Herrera states that the Police Department has expended less than \$500 annually over the last several years for the acquisition and maintenance of exercise equipment for the Hall of Justice gymnasium. Sergeant Herrera states that the Police Department's budget will therefore not be reduced as a result of establishing the proposed Fund and imposing the proposed \$60 annual fee. However, Sergeant Herrera states that the Police Department will not request any additional General Fund monies for purposes of maintaining the exercise equipment for the Hall of Justice gymnasium which would be purchased and maintained from revenues deposited to the Special Fund.

**Recommendation:** Approval of the proposed ordinance, which contains a provision which would permit the Fund monies to be expended without prior appropriation approval of the Board of Supervisors, is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 6 - File 127-97-2

**Department:** Trial Courts

**Item:** Ordinance amending Part III, Article 2 (License Fees) of the San Francisco Municipal Code by adding Section 249.16 thereto to increase the fee for a certified copy of a birth certificate by \$3.00, from \$12.00 to \$15.00, with the proceeds of this increase to be used to help fund dependency mediation in juvenile court.

**Description:** California Health and Safety Code Section 10605(B)(3) and Welfare and Institutions Code Section 350 were amended by the State Legislature in 1996 to expand a pilot project then in place in the counties of Los Angeles, Contra Costa, Sacramento, Santa Clara, and Tulare, to all California counties. These code sections authorize County Boards of Supervisors to increase the fee for a certified copy of a birth certificate by \$3.00, from \$12.00 to \$15.00 in San Francisco, in order to insure a stable funding source for dependency mediation programs which are designed to help resolve family disputes by emphasizing family preservation.

San Francisco established its Juvenile Dependency Mediation Program in 1994, supported by approximately \$95,000 in General Fund revenues. The main objective of the program is to help resolve family disputes in a manner which is in the best interest of the child. The mediation program helps parties avoid trial and provide an opportunity for a full airing of all parties' concerns in a non-adversarial setting. The mediators meet with the parties to the dispute and their respective counsels in 2 1/2 to 3 hour sessions. During these sessions, the participants have the opportunity to discuss their concerns and goals and to develop an agreement that is acceptable to the parties, thus avoiding a more adversarial resolution of the dispute.

According to Ms. Kate Harrison of the Executive Office of the Trial Courts, this mediation process allows the parties to develop an agreement that meets the specific needs of the family and social workers working with them. The mediation process can also help to clear up misunderstandings between parties that, if left unattended, could erode the cooperative relationship necessary in juvenile dependency matters. Family members are directly involved in putting together the agreements that affect their lives and their children's lives. Therefore, there is a greater likelihood that family members will follow through on their responsibilities specified in the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



agreement. This result is confirmed by a study of the dependency mediation programs in the California pilot project. Ms. Harrison reports that mediation, when routinely used to divert contested cases from litigation, will produce cost savings by reducing the need for full trials on the majority of cases referred and by avoiding repeated hearings on the same case. Ms. Harrison states that the program has been successful in saving the Trial Courts time and expenses because approximately 82% of all cases are resolved in mediation. Ms. Harrison also cites that the Juvenile Dependency Mediation Program has already helped the Trial Courts save approximately \$30,000 this year by avoiding court-appointed attorneys and social workers fees, and she projects that such savings will reach approximately \$45,000 for FY1996-97. According to Ms. Harrison, these savings would be part of a larger \$330,000 reduction in attorneys and social workers fees which will be reflected in the budget for FY1997-98.

According to Ms. Harrison, dependency mediation specifically addresses conflicts between juveniles and their families by emphasizing family preservation and is distinct from the City's other dispute resolution programs which mostly handles civil cases.

According to Mr. Ed Hernandez, Director of the Bureau of Records and Statistics of the Department of Public Health, the City issues approximately 44,000 births certificates annually. In FY1994-95, the DPH issued approximately 44,000 births certificates and in FY1995-96, the DPH issued approximately 42,000 birth certificates.

Currently, birth certificates fees provide approximately \$528,000/year in revenues (44,000 certificates/year x \$12/certificate equals \$528,000/year). Based on the DPH's estimates, the proposed \$3.00 fee increase would generate an estimated \$132,000 annually in additional revenues (44,000 certificates/year x \$3.00/certificate equals \$132,000/year). Ms. Harrison states that these additional revenues would be set aside specifically for the Juvenile Dependency Mediation Program. Therefore, according to Ms. Harrison, establishing this fee increase would relieve the General Fund of its current FY1996-97 obligation of \$94,185.

For FY1996-97, program expenditures include \$94,185 in contractual services awarded to Ms. Kim Harmon, an outside consultant, a WBE, who serves as the mediator coordinator for the Juvenile Dependency Mediation Program. Ms. Harmon makes arrangements for hiring professional



mediators, schedules mediation sessions, and serves as a professional mediator herself in many sessions. Both the mediator coordinator and the professional mediators are currently paid at an hourly rate of \$31.50/hr.

Ms. Harrison states that the additional revenues generated from the proposed legislation would allow the Trial Courts to hire Ms. Harmon, who has been with the mediation program for one year, as a permanent salaried position. The additional revenues would also help pay for an increase in the hourly rate for professional mediators from \$31.50/hr to \$50/hr. According to Ms. Harmon, this wage increase is needed to attract more and better candidates for the position because the program has had difficulty hiring enough professional mediators to fill their schedule. She states that the \$50/hr wage rate is competitive citing that Contra Costa County pays \$50/hr for their professional mediators.

In addition to these organizational changes to the current program, the increased revenues will help expand contractual services to include parent mediators, parent mentors, parent group facilitators, parent facilitators, and trainers. These additional services are needed to provide more resources for parents and to better guide parents through the mediation process. The revenues will also help the program bring the mediation services to the community. According to Ms. Harrison, the program can now only reach those parents who have flexibility in their schedules to come into the mediation sessions scheduled by the Court. By bringing the mediation services to the community and working from their schedules, more parents can participate in the program resulting in even greater cost savings to the Trial Courts. Ms. Harrison also reports that the Juvenile Dependency Mediation Program would like to take on more mediation cases before they have been scheduled for hearing which would again reduce the costs associated with hearing cases with the Trial Courts.

A comparison of the current budget expenditures for FY1996-97 and the proposed program budget expenditures for FY1997-98 are as follows:

Memo to Finance Committee  
March 12, 1997 Finance Committee Meeting

<u>Item</u>	<u>FY1996-97</u>	<u>FY1997-98</u>
Director's Salary		
Classification No. 0655 Counselor,		
Family Court Service, Step 1	—	\$57,174
Mandatory Fringe Benefits	—	13,150
Subtotal	—	\$70,324
Contractual Services FY1996-97*		
Mediator Coordinator (\$31.50/hr @ 40 hr/wk)**	\$65,520	—
Mediator Coordinator (\$31.50/hr @ 40 hr/wk)**	\$5,040	—
Professional Mediators (\$31.50/hr @ 15hr/wk)	\$23,625	—
Contractual Services FY1997-98*		
Professional Mediators (\$50/hr @ 15hr/wk)	—	\$37,500
Parent Mediators (\$12/hr @ 10hr/wk)	—	6,000
Parent Mentors (\$12/hr @ 15hr/wk)	—	9,360
Parent Group Facilitators (\$40/hr @ 1 hr/wk)	—	2,000
Parent Facilitators (\$12/hr @ 3 hr/wk)	—	1,800
Trainers (\$50/hr @ 60hr/yr)	—	3,000
Subtotal	\$94,185	\$59,660
<b>Total</b>	<b>\$94,185</b>	<b>\$129,984</b>

\* All contracted services are budgeted for 50 weeks per year, with the exception of the mentors who are budgeted for 52 weeks per year and the trainers who are budgeted for a total of 60 hours per year.

\*\* According to Ms. Harrison, there are expenditures for two mediator coordinator positions in FY1996-97 because there was an overlap training period when the outgoing mediator coordinator and the incoming mediator coordinator were both on the payroll. The contractual services for the two positions were budgeted for 52 weeks per year and 4 weeks per year, respectively.

**Comments:**

1. According to Mr. Hernandez, the current charge for a certified copy of a birth certificate in the City is \$12. The proposed \$3 increase would result in the charge being \$15, representing a 25% increase. The City follows state pricing for birth certificate fees. The fee was last raised by \$1 on January 1, 1994 from \$12 to \$13, but the fee recently decreased by \$1 on January 1, 1997 from \$13 to \$12. These changes were in accordance with State regulations.

2. Collection of the \$3 fee increase would be initiated upon approval of the proposed ordinance. However, actual expenditures of the revenues received from the surcharge will not begin until FY1997-98. According to Ms. Harrison, the

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Trial Courts would want to build up a reserve of funds prior to FY1997-98 in order to continue providing mediation services without interruption once the fiscal year begins. Moreover, the reserve of funds would also be used to recoup the difference in case revenues fall short of those projected based on the information supplied by the Department of Public Health.

3. The final budget for the Juvenile Dependency Mediation Program will be subject to review and approval of the Board of Supervisors during the FY1997-1998 budget review.

4. The California Health and Safety Code authorizes the collection of the additional \$3 fee until December 31, 1998. According to Ms. Harrison, the State Legislature may choose to extend the authority to collect the additional fee upon findings documenting the success of the dependency mediation programs. However, Ms. Harrison states that if the State Legislature does not extend the authority to collect the additional fee, the Juvenile Dependency Mediation Program would likely request General Fund revenues for the program, including General Fund revenues to retain the new position, unless other sources of funding can be identified.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Item 7 - File 100-96-1.3

**Department:** Municipal Railway (MUNI)

**Item:** Hearing to consider the release of reserved funds in the amount of \$446,728 to fund two programs, the Advanced Train Control System (ATCS) Central Control Operators (\$186,628) and the MUNI Metro Turnback and the MUNI Metro Extension (\$260,100).

**Amount:** \$260,100 for Muni Metro Turnback and Extension  
186,628 for ATCS Central Control Operators  
\$446,728 Total

**Source of Funds:** FY 1996-97 MUNI budgeted funds

**Description:** The Board of Supervisors approved a FY 1996-97 budget for the MUNI which included funding requests in the amount of \$16,085,475 for Miscellaneous Employee Salaries, including ATCS Operator salaries, and \$88,055,197 for Platform Operator Salaries, plus corresponding mandatory fringe benefits in the amount of \$28,946,137, as shown in the Attachment to this report.

Included in those requests was funding to pay salaries for operating the following programs:

<u>System</u>	<u>Amount Included in Mayor's FY 1996-97 Recommended Budget</u>	<u>Amount Approved by Board of Supervisors</u>	<u>Amount Reserved by Board of Supervisors</u>	<u>Purpose of Reserve</u>
MUNI Metro Extension and MUNI Metro Turnback	\$325,125	\$325,125	\$260,100	Pending determination later in the fiscal year of the total actual require- ments for Platform Operator salaries in FY 1996-97.
Advanced Train Control System Central Control Operators	245,243	245,243	186,628	Pending determination later in the fiscal year of the total actual require- ments for ATCS Operator- Miscellaneous employee salaries in FY 1996-97.
Total	<u>\$570,368</u>	<u>\$570,368</u>	<u>\$446,728</u>	



This request by MUNI is to release the \$446,728 in the above-noted reserved salary funds.

**Comments:**

1. In addition to the appropriated and reserved amounts as shown above, according to Mr. Fred Clarke of the MUNI, the MUNI also expected to obtain State and other grant funding in the amount of \$600,000 to fund the salaries and related mandatory fringe benefits to be expended for both the Advanced Train Control System (Miscellaneous Employee Salaries) and the MUNI Metro Turnback and Extension Programs (Platform Operator Salaries). Therefore, in order to eliminate double-budgeting for such salaries and related mandatory fringe benefits, MUNI included in its FY 1996-97 budget a Reduction Not Detailed line item in the amount of \$600,000 (see page two of Attachment), which had the effect of zeroing-out the original request for funds in the amount of \$570,368, as shown on the previous page. The reserved amount of \$446,728 against the \$570,368 should have also been deleted, but was inadvertently retained in MUNI's budget.

2. Therefore, the Budget Analyst concurs with the MUNI that this request to release reserved funds of \$446,728 should be approved since the reserve is on funds which have already been deleted from the budget.

**Recommendation:** Approve the requested release of reserved funding in the amount of \$446,728.

## City and County of San Francisco

Budget Year 1996-97

## Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : B PUBLIC WORKS, TRANSPORTATION &amp; COMMERCE

Department : DPT MUNICIPAL RAILWAY

Program : BEI MUNI-OPERATIONS

Sub-Fund : 5M AAA AAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Object Title		1984-85		FY 1995-96		FY 1996-97		Var. Rev. Mayor
Object		Actuals		Original Budget	Revised Budget	Actuals	Dept Request: Mayor Recommend	
SALARIES								
Character : 001								
001	PERMANENT SALARIES-MISC	14,661,048		14,463,733	14,463,733	16,085,475	16,085,475	1,621,742
003	PERMANENT SALARIES-PLATFORM	87,027,054		88,570,832	88,570,832	88,055,197	88,055,197	1,484,365
005	TEMP SALARIES-MISC	10,076		0	0	0	0	0
009	PREMIUM PAY	498,079		529,945	529,945	873,126	1,422,575	892,633
010	RETROACTIVE SALARIES	0		0	0	24,032	0	0
011	OVERTIME	599,418		375,107	375,107	8,665,457	436,607	51,500
012	HOLIDAY PAY	384,399		419,627	419,627	224,770	419,627	0
Character : 001	Subtotals	103,178,074		102,359,244	102,359,244	48,097,866	106,419,481	4,060,237
MANDATORY FRINGE BENEFITS								
Character : 013								
013	MANDATORY FRINGE BENEFITS	26,129,726		28,307,039	28,307,039	28,301,434	28,946,137	539,098
Character : 013	Subtotals	26,129,726		28,307,039	28,307,039	13,301,434	28,946,137	639,098
OVERHEAD								
Character : 020								
020	OVERHEAD	(113,941)		0	0	(7,224)	0	0
Character : 020	Subtotals	(113,941)		0	0	(7,224)	0	0
NON PERSONAL SERVICES								
Character : 021								
021	TRAVEL	0		412	412	0	412	0
022	TRAINING	5,860		3,670	3,670	1,829	11,170	7,500
023	EMPLOYEE FIELD EXPENSE	53		180	180	47	180	0
027	PROFESSIONAL & SPECIALIZED SERVICES	25,821		0	0	0	0	0
028	MAINTENANCE SVCS-BUILDING & STRUCTURES	3,551		0	0	0	0	0
029	MAINTENANCE SVCS-EQUIPMENT	83,655		79,825	79,825	66,412	79,825	0
030	RENTS & LEASES-BUILDINGS & STRUCTURES	105,918		33,139	33,139	102,393	33,139	0
031	RENTS & LEASES-EQUIPMENT	5,883		7,062	7,062	2,124	7,062	0
032	UTILITIES	227		0	0	0	0	0
034	SUBSISTANCE	10		0	0	19	0	0
035	OTHER CURRENT EXPENSES	74,845		104,094	104,094	(52,133)	104,094	0

BPREP Report: MYR\_7351  
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City and County of San Francisco  
Budget Year 1996-97

Expenditures by Service Area, Department, Program, Fund, Project, Grant and Object

Service Area : B PUBLIC WORKS, TRANSPORTATION & COMMERCE

Department : DPT

Program : BEI

Sub-Fund : 5M AAA AAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Object	Object Title	1994-95		FY 1995-96		FY 1996-97	
		Actuals		Original Budget:	Revised Budget	Dept Request	Mayor Recommend

Character : 021	Subtotals	305,820	228,382	228,382	120,691	235,882	235,882	7,500	
Character : 040	MATERIALS & SUPPLIES								
042	BUILDING & CONSTRUCTION SUPPLIES	49	0	0	0	0	0	0	0
043	EQUIPMENT MAINTENANCE SUPPLIES	7,288	5,438	5,438	17,131	5,438	5,438	0	0
044	HOSPITAL, CLINICS & LABORATORY SUPPLIES	0	0	0	5,794	0	0	0	0
045	SAFETY	548,099	752,872	752,872	253,721	757,372	757,372	4,500	4,500
048	FOOD	0	0	0	295	0	0	0	0
047	FUELS AND LUBRICANTS	927	0	0	0	0	0	0	0
049	OTHER MATERIALS & SUPPLIES	124,381	68,690	68,690	94,065	94,190	94,190	27,500	27,500
Character : 040	Subtotals	680,725	825,000	825,000	371,007	857,000	857,000	32,000	32,000
Character : 081	SERVICES OF OTHER DEPTS (AAO FUNDS)								
081	SERVICES OF OTHER DEPTS (AAO FUNDS)	120,104	96,250	98,250	0	96,250	96,250	0	0
Character : 081	Subtotals	120,104	96,250	98,250	0	96,250	96,250	0	0
Character : 089	BUDGET REDUCTION-NOT DETAILED								
089	BUDGET REDUCTION-NOT DETAILED	0	0	0	0	(600,000)	(600,000)	(600,000)	(600,000)
Character : 089	Subtotals	0	0	0	0	(600,000)	(600,000)	(600,000)	(600,000)
Sub-Fund : 5M AAA AAA	Subtotals	130,300,507	131,815,915	131,815,915	61,883,874	135,954,750	135,954,750	4,138,835	4,138,835
Sub-Fund : 5M AAA ACP	MUNI-CONTINUING PROJ-OPERATING FD								
Project : GPT009	B S B PRODUCTIONS								
Character : 001	SALARIES								
011	OVERTIME	0	0	0	0	0	0	0	0
Character : 001	Subtotals	0	0	0	3,476	0	0	0	0
Character : 013	MANDATORY FRINGE BENEFITS								
013	MANDATORY FRINGE BENEFITS	0	0	0	390	0	0	0	0

Item 8 - File 100-96-1.4

**Department:** Public Transportation Commission (PTC)  
Municipal Railway (MUNI)

**Item:** Hearing to consider the release of reserved funds, Municipal Railway–Maintenance Division, in an amount of \$101,085 for four new Class 1929 Parts Storekeepers positions for the period April 1, 1997 to June 30, 1997 – \$33,358; and to fund a projected budget deficiency in MUNI salary and fringe benefits – \$67,727.

**Amount:** \$101,085

**Source of Funds:** General Fund – Reserved monies in the Municipal Railway Department's FY1996-97 budget.

**I. Release Four Previously Reserved New Class 1929 Parts Storekeeper Positions– \$33,358**

**Description:** In July 1996, a management audit of MUNI, conducted by the Budget Analyst, determined that as of March 1996, MUNI had 24,350 vehicle parts valued at approximately \$23.5 million stored at nine separate maintenance and storage facilities in the City. The Materials Management Department, a unit within the Administrative Services Section of MUNI's Maintenance Division, operates an automated parts tracing system called the Materials Management System (MMS). This automated system furnishes information on the amount of all parts and equipment in stock by tracking the materials issued and received by the individual storerooms.

Class 1929 Parts Storekeepers are responsible for the receipt, inspection, storage, inventory, issuing and recording of the parts requisitions on the MMS of a wide variety of automotive and transit vehicle parts and related equipment, and for ordering replacement parts, as needed, to maintain the storerooms' on-hand supply.

The current total number of MUNI storekeeping positions is 37, including 27 Class 1929 Parts Storekeepers positions. As noted above, the monies to fund four new Parts Storekeeper positions are now being requested to be released from reserve which, if approved, would result in a total of 31 of such positions.

Memo to Finance Committee  
March 12, 1997 Finance Committee Meeting

MUNI is requesting that reserved funds in the amount of \$33,358 be released to fund four new Class 1929 Parts Storekeeper positions for the period April 1, 1997 to June 30, 1997. Based on an annual salary of \$40,847 at the top step, the annual salary cost of these four new positions would be \$163,388.

**Comments:**

1. Seven new Class 1929 Parts Storekeeper positions were approved by the Board of Supervisors in MUNI's FY1996-97 budget. Of the seven, funding was provided for three new Parts Storekeeper positions and, as recommended by the Budget Analyst, funding was placed on reserve by the Board of Supervisors for the remaining four new Parts Storekeeper positions, pending completion of the Budget Analyst's management audit report. This request is for a release of the reserved funds for the four remaining new Parts Storekeeper positions.

2. Currently, parts counters at all facilities are open between the hours of 7 a.m. and 4 p.m. on weekdays and closed on weekends. However, maintenance activities at these locations take place 24 hours a day, seven days a week. The Budget Analyst's management audit report of MUNI recommended the addition of three of the requested seven new Class 1929 Parts Storekeeper positions, in order to extend the hours that the parts counters are open. In addition, the Budget Analyst recommended that the Materials Management Department Supervisors examine opportunities to reschedule the time of the remaining Parts Storekeepers to increase the number of hours during which parts can be issued. According to the Budget Analyst's management audit report, these changes could permit the parts counter to be open between 6 a.m. and 7 p.m. on weekdays, and between 8 a.m. and 5 p.m. on weekends. Based on the evaluation by the Budget Analyst, these hours should provide mechanics with sufficient time to request parts for their immediate assigned work.

3. According to Mr. David Stumpo of MUNI, in addition to the three new Class 1929 Parts Storekeeper positions allocated in MUNI's FY1996-97 budget, the four additional Parts Storekeeper positions currently on reserve are required because the Budget Analyst's management audit report did not address the functions to be transferred from maintenance staff to storeroom staff nor address the increases in workload being experienced or expected due to major fleet procurement programs, such as the restored PCCs (Presidential Conference Coaches), LRV II (Light Rail Vehicle II, which are MUNI's new Breda streetcars), Articulated Trolleys, and

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pending procurements of standard and articulated diesel and trolley coaches.

4. According to Mr. Wayne Gerstenberger of MUNI, the functions to be transferred from the MUNI Maintenance staff to the Storeroom staff in each storeroom location are as follows:

(1) Coverall control – issuing coveralls to staff and coordinating laundering of coveralls with a commercial company. This is currently being handled by a Maintenance staffperson on a part-time basis.

(2) Issuing tools – issuing large industrial tools to Maintenance staff. This is currently being handled by a Maintenance staffperson on a part-time basis.

According to Mr. Gerstenberger, although these functions will be transferred from the Maintenance staff to the storeroom staff, there will be no commensurate decrease in Maintenance staffing levels due to the transfer of these duties. Mr. Gerstenberger advises that, instead, the transfer of these duties will free-up higher paid Maintenance workers to spend more time on skilled maintenance duties.

In addition, Mr. Gerstenberger reports that MUNI wishes to expand the Parts Storekeeper position duties to include establishing a benchstock in each facility and managing benchstock items. These items are low cost goods, generally under \$10, such as nuts, bolts, oil filters, and light bulbs which are currently only available from the storerooms. Mr. Gerstenberger advises that setting up an area for these items near work stations and charging the Parts Storekeeper personnel with monitoring and replenishing this stock will increase Maintenance worker productivity and improve control of such items.

5. Mr. Stumpo also states that a thorough evaluation of the Materials Management Department workload and staffing and Maintenance support requirements, performed by MUNI subsequent to the Budget Analyst's audit, confirms the need for the requested release of reserved funds for the four new Parts Storekeeper positions currently on reserve in order to provide urgently required improvements in Maintenance productivity and to effectively implement the following recommendations, contained in Section 2.4 of the Budget Analyst's management audit report:

- Expand data collection on parts to include information on all purchases and parts that are fabricated by MUNI personnel.
- Implement tighter security measures for parts storeroom access in order to control unauthorized entries by non-storeroom personnel.
- Increase the number of hours that parts storerooms are open for the issuing of parts to maintenance personnel so that storerooms are open between 6 a.m. and 7 p.m. on weekdays and between 8 a.m. and 5 p.m. on weekends.
- Entries to the storeroom during times when parts storekeepers are not on duty should be limited to and be the responsibility of the night and weekend supervisors.
- Provide for continuous review of existing vendor contracts to assure that MUNI is obtaining the best prices and to determine if other opportunities such as in-house fabrication of parts might be a more economical alternative.

6. Mr. Gerstenberger states that MUNI will use the three of the four requested Parts Storekeeper positions to extend storeroom operating hours in three of the busiest locations. The Attachment, provided by MUNI shows current and proposed staffing and work schedules. Currently, storerooms are open between 7 a.m. to 4 p.m. on weekdays. MUNI wishes to extend storeroom hours from 6 a.m. to 10 p.m. on weekdays and from 8 a.m. to 5 p.m. on weekends. According to Mr. Gerstenberger, the extended hours on weekdays, which are three hours on weekdays beyond those recommended in the Budget Analyst's management audit report, are necessary because Maintenance staff cannot anticipate all parts needs before the storeroom closes for the evening.

The fourth Parts Storekeeper position would staff a storeroom at Pier 72 which is currently not staffed. Mr. Gerstenberger advises that whenever an item is needed from the storeroom at Pier 72, a Parts Storekeeper from another storeroom location is required to drive to Pier 72 to retrieve the item.

According to Mr. Gerstenberger, the three new Parts Storekeeper positions, which were funded in the MUNI FY1996-97 budget, are not sufficient to extend the hours of

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storerooms as suggested by the Budget Analyst's management audit report. Second, Mr. Gerstenberger advises that there are many night shifts without an assigned Maintenance supervisor, and often these supervisors are not available to open the storeroom.

7. According to Mr. Gerstenberger, the three new Parts Storekeeper positions, which were funded in the 1996-97 MUNI budget, have not yet been filled. Mr. Gerstenberger reports that there are also two additional Parts Storekeeper vacancies for a total of five current Parts Storekeeper vacancies. These five vacancies do not include the four new Parts Storekeeper positions on reserve currently being requested for release. However, Mr. Gerstenberger states that MUNI has been actively recruiting for these positions and has received a large number of applications, primarily through the City's recent job fair. As a result of this recruitment effort, Mr. Gerstenberger advises that he expects that all five Parts Storekeeper positions will be filled shortly and that enough qualified applications have been submitted to enable MUNI not only to fill the five vacant positions but also the proposed new four Parts Storekeeper positions, which are on reserve, within the next couple of months.

8. As described above, according to Mr. Gerstenberger, MUNI has not yet filled the three unreserved new Parts Storekeeper positions which were funded in MUNI's FY1996-97 budget, and were determined by the Budget Analyst's management audit report to be sufficient for extending storeroom hours. MUNI has also not made any attempt to extend storeroom hours to those hours recommended in the Budget Analyst's report. Furthermore, MUNI currently has two additional Parts Storekeeper vacancies for a total of five current vacancies.

In the professional judgment of the Budget Analyst, MUNI should first fill these five Parts Storekeeper vacancies and attempt to extend the hours of storeroom operation to those recommended in the Budget Analyst's management audit report prior to releasing funds for an additional four Parts Storekeeper positions which would result in nine vacancies to be filled at this time.

9. As described in Comment No. 5, Mr. Stumpo of MUNI states that one of the reasons the four reserved new Parts Storekeeper positions are necessary is to enhance storeroom security. The Budget Analyst determined in the management audit report of MUNI that unauthorized maintenance staff could enter some of the storerooms during closed hours because keys and cards to the security systems

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were available to maintenance staff other than the authorized storekeepers. To enhance storeroom security, the Budget Analyst recommended extended storeroom hours to be achieved through the addition of three new Parts Storekeeper positions (which were approved in the FY1996-97 budget and have, as noted above, still not been filled), and that only night and weekend supervisors be allowed into storerooms and be held accountable for entering and issuing parts to maintenance staff after these extended hours.

Contrary to Mr. Stumpo's assertion that the four reserved new Parts Storekeeper positions are required to enhance storeroom security, the Budget Analyst's management audit report recommended the addition of three new Parts Storekeeper positions to extend storeroom hours and to take the steps outlined above to reduce unauthorized access to the storerooms during closed hours. Since MUNI has already received approval and funding for the three new Parts Storekeeper positions, which have not yet been filled, the recommendations contained in the Budget Analyst's management report remain totally untested.

10. The three new Parts Storekeeper positions are still vacant, and have been vacant, for a period of over seven months since these positions were approved by the Board of Supervisors, on top of the two other vacant Parts Storekeeper positions as noted above. MUNI has still not even tested the potential effectiveness of the recommendations contained in the Budget Analyst's management audit report concerning extending storeroom operating hours through the addition of the three new Parts Storekeeper positions, which were approved and funded by the Board of Supervisors in the FY 1996-97 budget.

Therefore reserved funds in the amount of \$33,358 for the four new Parts Storekeeper positions, which are currently on reserve, should continue to be reserved until MUNI has (a) filled the three new unreserved Parts Storekeeper positions, which are still vacant, as well as the two existing Parts Storekeeper positions which are also vacant, for a total of five vacancies, and (b) taken adequate steps to implement extended storeroom hours, as previously recommended by the Budget Analyst.



## II. Fund a Projected Budgetary Deficiency in MUNI Salary and Fringe Benefits- \$67,727

**Description:** The MUNI, Maintenance Division, is requesting that reserved funds in the amount of \$67,727 be released to fund a projected budget deficiency in MUNI salary and fringe benefits.

**Comments:** 1. An analysis of the projected budget deficiency in the MUNI Maintenance Division performed by the Budget Analyst is as follows:

FY1996-97 <u>Budget</u>	Actual Expenditures <u>7/1/96-2/7/97</u>	Projected Expenditures <u>2/8/97-6/30/97</u>	Budget Surplus ( <u>Deficiency</u> )	Release of Reserve Requested by the <u>MUNI</u>	Budget Analyst Recommended Release of <u>Reserve</u>
\$51,373,892	\$29,445,556	\$19,765,000*	\$2,163,336	\$459,334	-0-

\*These projections include \$1,177,493 for all open personnel requisitions which are currently in process of being filled by the Municipal Railway Maintenance Division.

2. As noted in the table above, contrary to the reported projected budget deficiency as reported by MUNI, the Budget Analyst projects a budget surplus of \$2,163,336 in the MUNI's Maintenance Division Permanent Salary-Miscellaneous appropriation. Therefore, the requested release of reserve funds in the amount of \$67,727 is not needed and should be disapproved.

3. The Municipal Railway Maintenance Division has also requested the release of reserved funds for two other projected shortfalls in salary and fringe benefits appropriations as follows (see Items 9 and 10 of this report to the Finance Committee):

Item 9, File 100-96-1.5	\$ 67,517
Item 10, File 100-96-1.6	<u>459,334</u>
Subtotal	\$526,851
Item 8, File 100-96-1.4 (Subject of this request)	<u>67,727</u>
Total	\$594,578

Since all of these three reserved amounts are in the same MUNI Maintenance Division salary account and the Budget Analyst's analysis projects a \$2,163,336 surplus, which exceeds all three requests under Items 8, 9 and 10 by \$1,568,758, these

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requested releases of reserves totaling \$594,578 should be disapproved.

4. The Six-Month Budget Status Report, which was prepared by the Controller, has estimated that the Municipal Railway will have budget deficiencies of \$2.9 million. Mr. Elias Girma, of the Municipal Railway, reports that such budget deficiencies have materialized in Overtime, Worker's Compensation and the Fuels and Lubricants accounts. Mr. Harrington has also estimated that Municipal Railway revenues will exceed budgeted amounts by approximately \$2.9 million which would be available to fund these other budget deficiencies.

5. Therefore all subsequent Municipal Railway budget deficiencies for FY 1996-97 should be able to be funded from existing MUNI revenues. However if and when the Municipal Railway submits a supplemental appropriation identifying these different budget deficiencies, which are separate and aside from this proposed subject request, the Budget Analyst will report on such subsequent legislation when it is submitted to the Board of Supervisors.

- Recommendation:**
1. Do not approve the requested release of \$33,358 in reserved funds for four new Class 1929 Parts Storekeeper positions.
  2. Do not approve the requested release of \$67,727 in reserved funds for a projected budget deficiency in the MUNI Maintenance Division for salary and fringe benefits.

### Class 1921 - Patrolmen Assignment & Work Schedule

Assigned Location	Number of 1929 Positions Currently Approved	Current Work Schedule	Planned Assignment of Reserved Positions	Planned Work Schedule
GREEN DIVISION Light Rail Vehicles	6	Mon-Fri 7 A.M. -4 P.M.	1	M-F 6 AM-10PM S-S 8 AM- 5PM
WOODS DIVISION Diesel	8	Mon-Fri 7 A.M. -4 P.M.	1	M-F 6 AM-10PM S-S 8 AM- 5PM
KIRKLAND DIVISION Diesel	1	Mon-Fri 7 A.M. -4 P.M.		No Change
FLYNN DIVISION Diesel	4	Mon-Fri 7 A.M. -4 P.M.	1	No Change
POTRERO DIVISION Trolley	2	Mon-Fri 7 A.M. -4 P.M.		No Change
PRESIDIO DIVISION Trolley	1	Mon-Fri 7 A.M. -4 P.M.		No Change
SCOTT DIVISION Non-Revenue Vehicles	1	Mon-Fri 7 A.M. -4 P.M.		No Change
CABLE CAR DIVISION	1	Mon-Fri 7 A.M. -4 P.M.		No Change
OVERHEAD LINES DIVISION	1	Mon-Fri 7 A.M. -4 P.M.		No Change
MATERIALS MGMT. OFFICE @ Pier 80	2	Mon-Fri 7 A.M. -4 P.M.		No Change
REMOTE WAREHOUSE Pier 72	0	Mon-Fri 7 A.M. -4 P.M.	1	No Change
<b>Totals</b>	<b>27</b>		<b>4</b>	



Item 9 - File 100-96-1.5

**Department:** Public Transportation Commission (PTC)  
Municipal Railway (MUNI)

**Item:** Hearing to consider the release of reserved funds, Municipal Railway–Maintenance Division, in an amount of \$100,772 for two new positions for the period April 1, 1997 through June 30, 1997: (1) one new Class 7130 General Superintendent position, and (2) one new Class 5205 Associate Material Engineer position– \$33,255; and to fund a projected budget deficiency in MUNI salary and fringe benefits – \$67,517.

**Amount:** \$100,772

**Source of Funds:** General Fund – Reserved monies in the Municipal Railway Department's FY1996-97 budget.

**I. Release Two New Previously Reserved Positions: One Class 7130 General Superintendent and One Class 5205 Associate Material Engineer–\$33,255**

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**Description:** The Municipal Railway Department (MUNI), Maintenance Division, is requesting that reserved funds, in a total amount of \$33,255, be released to fund one new Class 7130 General Superintendent and one new Class 5205 Associate Material Engineer for the balance of FY1996-97 in order to establish a Warranty Program. On an annual basis, the cost of these two positions will be \$147,334 at the top salary step.

MUNI currently does not have a formal dedicated Warranty Program that covers new vehicle procurement, parts, and contract repair work.

The duties of the Associate Materials Engineer are to run the day-to-day operations of a MUNI Warranty Program. The duties of the General Superintendent are to manage a proposed new Technical Services Section within the Maintenance Division of which the Warranty Program would be one component.

**Comments:** 1. In MUNI's FY1996-97 budget, one new Class 7130 General Superintendent and two new Class 5205 Associate Material Engineer positions were approved by the Board of Supervisors. Of the three new positions, one of the two new Class 5205 Associate Material Engineer positions was funded and funds were placed on reserve for one new Class 7130

General Superintendent and the remaining one new Class 5205 Associate Material Engineer positions, pending the completion of the Budget Analyst's management audit report of MUNI. This request would release the funds for these two positions placed on reserve during the FY1996-97 budget deliberations. Based on annual salaries at the top step for an Associate Materials Engineer of \$63,266, and for a General Superintendent of \$84,068, on an annual basis the salary cost of these two new positions would be \$147,334.

2. In July 1996, a management audit of MUNI conducted by the Budget Analyst determined that a dedicated Warranty Program should be established with staff who would be responsible for identifying warranty problems with MUNI vehicles and equipment, as well as submitting, monitoring and collecting on MUNI warranty claims. The Budget Analyst found that although at the time of the management audit no Warranty Program existed, MUNI had collected an average of \$800,000 annually between 1984 and 1989 in warranty claims. That amount declined to \$27,000 annually between 1989 and 1992, and thereafter MUNI has not reported any reimbursements from warranties.

The Budget Analyst determined that the addition of a MUNI fleet and parts Warranty Program, with dedicated staff, would generate warranty reimbursements from manufacturers and parts vendors, which would exceed the Warranty Program's cost. The Budget Analyst reported that two additional positions at a total estimated cost of \$88,935 per year would result in at least \$500,000 in annual savings, based on credits and reimbursements which were received in prior years and collections from warranties anticipated for the planned purchase of \$732 million in new MUNI vehicles over the next ten years.

Specifically, the Budget Analyst recommended that in order to establish a Warranty Program, one new position, a Warranty Administrator, be created which would require the establishment of a new job classification. In addition, the Budget Analyst recommended that the new Warranty Administrator be assisted by a new one-half time Class 1426 Senior Clerk Typist position to provide clerical support for the Warranty Program. Annual costs to fund a new Warranty Administrator position and a new one-half time Class 1426 Senior Clerk Typist position would be \$88,935, as follows:



<u>Class</u>	<u>Title</u>	<u>Count</u>	<u>Bi-Weekly Compensation</u>	<u>Cost</u>
(New)	Warranty Administrator	1.0	2,080-2,080	\$54,065
1426	Senior Clerk Typist	<u>0.5</u>	1,104-1,336	<u>34,870</u>
		1.5		
Total Estimated Annual Cost at the Top Salary Step				\$88,935

3. According to Mr. Wayne Gerstenberger of MUNI, MUNI requested five new positions in its proposed FY1996-97 budget for the purpose of beginning the first part of a three-year program to establish a Technical Services Section which would include a Warranty Program, Technical Training Program, and Quality Assurance Program. These five new positions were approved by the Board of Supervisors and, according to Mr. Gerstenberger, include the General Superintendent position, the two Associate Material Engineer positions, one Electrical Engineer and one Senior Mechanical Engineer. Mr. Gerstenberger advises that the intent of MUNI is for the subject requested new General Superintendent to head up a proposed new Technical Services Section. The General Superintendent position and one of the Associate Material Engineer positions are the subject of this request to release reserved funds.

Mr. Gerstenberger advises that the Budget Analyst's management audit report focused only on the Warranty Administration segment of this more comprehensive program and that MUNI has determined that the requested new General Superintendent position is essential not only to the development of the Warranty Program, but also to the development of the other segments of MUNI's Technical Services Section. Mr. Gerstenberger states that policy and program development, and the preparation of extensive standard operating procedures required to establish the Warranty Program and the other segments of MUNI's proposed comprehensive Technical Services Section program demands the expertise and direction of a General Superintendent which is now being requested to be released from reserved funds.

4. Mr. David Stumpo of MUNI advises that the two new Class 5205 Associate Material Engineer positions which were approved in the FY1996-97 budget, including one such position which is the subject of this request, were a conservative estimate of the staffing resources required to develop and effectively administer the Warranty Program during the next few years. Massive procurements including Light Rail Vehicle II (new Breda streetcars), standard and

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

articulated trolleys, diesel buses, non-revenue vehicles, miscellaneous support equipment, the Advanced Train Control System (ATCS), rehabilitation contract for PCC cars, diesel buses and trolley coaches, miscellaneous service and repair contracts and routine parts acquisition will be occurring. Therefore, according to Mr. Stumpo, the requested reserved Associate Material Engineer position for the Warranty Program is required in addition to the one Associate Material Engineer position, which was funded in MUNI's FY1996-97 budget.

5. Mr. Gerstenberger advises that the one new Associate Material Engineer position which was funded during the FY1996-97 budget and was not put on reserve, has not yet been filled. According to Mr. Gerstenberger, MUNI has not filled the position because, although positions classified as Associate Material Engineer would be capable of running the day-to-day operations of a Warranty Program, MUNI believes that it is first necessary to hire a new General Superintendent who has among his or her responsibilities the development, implementation, and supervision of a Warranty Program.

6. The requested new Class 7130 General Superintendent position is intended to supervise the Technical Service Section, of which the Warranty Program is only one component. According to MUNI, many of the functions assigned to this position require extensive system development and implementation in order to insure that improvement in fleet reliability and potential warranty recoveries are achieved. Based on MUNI's comprehensive review of the requirements to implement the Warranty Program and further justification from the Department, reserved funds in the amount of \$20,807 of the requested \$33,255 for the new General Superintendent position should be released from reserve.

7. The Budget Analyst observes that, although it is over seven months since the Class 5205 Associate Material Engineer position was approved, MUNI has still not filled the Associate Material Engineer position and has not implemented the Warranty Program, as recommended by the Budget Analyst's management audit report. In the professional judgment of the Budget Analyst, two new Associate Material Engineer positions to staff the Warranty Program in addition to a new General Superintendent to develop and supervise the Warranty Program are excessive. Until MUNI first fills the previously approved one new Associate Material Engineer position which is still vacant, and initiates a Warranty Program, reserved funds in the

amount of \$12,448 for the requested second new Associate Material Engineer position should continue to be reserved.

## II. Fund a Projected Budgetary Deficiency in MUNI Salary and Fringe Benefits - \$67,517

**Description:** The MUNI, Maintenance Division, is requesting that reserved funds in an amount of \$67,517 be released to fund a projected budget deficiency in MUNI salary and fringe benefits.

**Comments:** 1. An analysis of the projected budget deficiency in the MUNI Maintenance Division performed by the Budget Analyst is as follows:

	Actual	Projected	Budget	Release of	Budget
	Expenditures	Expenditures	Surplus	Reserve	Analyst
FY1996-97				Requested	Recommended
<u>Budget</u>	<u>7/1/96-2/7/97</u>	<u>2/8/97-6/30/97</u>	<u>(Deficiency)</u>	<u>by the</u>	<u>Release of</u>
				<u>MUNI</u>	<u>Reserve</u>
\$51,373,892	\$29,445,556	\$19,765,000*	\$2,163,336	\$459,334	-0-

\*These projections include \$1,177,493 for all open personnel requisitions which are currently in process of being filled by the Municipal Railway Maintenance Division.

2. As noted in the table above, contrary to the reported projected budget deficiency as reported by MUNI, the Budget Analyst projects a budget surplus of \$2,163,336 in the MUNI's Maintenance Division Permanent Salary-Miscellaneous appropriation. Therefore, the requested release of reserve funds in the amount of \$67,517 is not needed and should be disapproved.

3. The Municipal Railway Maintenance Division has also requested the release of reserved funds for two other projected shortfalls in salary and fringe benefits appropriations as follows (see Items 9 and 10 of this report to the Finance Committee):

Item 8, File 100-96-1.4	\$ 67,727
Item 10, File 100-96-1.6	459,334
Subtotal	\$527,061
Item 9, File 100-96-1.5 (Subject of this request)	67,517
Total	\$594,578

Since all of these three reserved amounts are in the same MUNI Maintenance Division salary account and the Budget Analyst's analysis projects a \$2,163,336 surplus, which exceeds

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

all three requests under Items 8, 9 and 10 by \$1,568,758, these requested releases of reserves totaling \$594,578 should be disapproved.

4. The Six-Month Budget Status Report, which was prepared by the Controller, has estimated that the Municipal Railway will have budget deficiencies of \$2.9 million. Mr. Elias Girma, of the Municipal Railway, reports that such budget deficiencies have materialized in Overtime, Worker's Compensation and the Fuels and Lubricants accounts. Mr. Harrington has also estimated that Municipal Railway revenues will exceed budgeted amounts by approximately \$2.9 million which would be available to fund these other budget deficiencies.

5. Therefore all subsequent Municipal Railway budget deficiencies for FY 1996-97 should be able to be funded from existing MUNI revenues. However if and when the Municipal Railway submits a supplemental appropriation identifying these different budget deficiencies, which are separate and aside from this proposed subject request, the Budget Analyst will report on such subsequent legislation when it is submitted to the Board of Supervisors.

- Recommendations:**
1. Approve the requested release of \$20,807 for one new Class 7130 General Superintendent position.
  2. Do not approve the requested release of \$12,448 for one new Class 5205 Associate Materials Engineer position.
  3. Do not approve the requested release of \$67,517 in reserved funds for a projected budget deficiency in the MUNI Maintenance Division for salary and fringe benefits.
  4. In summary, of the total request of \$100,772, release \$20,807 and do not release \$79,965 which should continue to remain on reserve.



Item 10 - File 100-96-1.6

**Department:** Municipal Railway (MUNI)

**Item:** Hearing to consider the release of reserved funds, Municipal Railway–Maintenance Division, in the amount of \$459,334, to reduce salary savings to allow filling necessary vacant positions in order to ensure attainment of 100 percent approved service levels.

**Amount:** \$459,334

**Source of Funds:** General Fund – Reserved monies in the Municipal Railway Department's FY1996-97 budget.

**Description:** The Municipal Railway's Fiscal Year 1996-97 budget, as previously approved by the Board of Supervisors, included 21 new maintenance positions and a reduction of salary savings from 7.0 percent in FY 1995-96 to 6.3 percent in FY 1996-97 to allow the Department to fill an additional 26 maintenance positions, for a total of 47 full time equivalent (FTE) new positions.

However, the management audit of the Municipal Railway, which was completed by the Budget Analyst in July of 1996, identified a total of 14 maintenance positions which were performing non-maintenance functions, such as administrative functions. The Budget Analyst recommended that these 14 positions be restored to performing maintenance functions. In addition, the Budget Analyst identified 26 existing vacant maintenance positions which could be filled within the Maintenance Division's FY 1995-96 level of 7.0 percent salary savings instead of reducing salary savings to 6.3 percent. Therefore, the Budget Analyst recommended that the Municipal Railway should delay the reduction of salary savings from 7.0 percent to 6.3 percent by reserving the difference in additional salaries until the full impact could be evaluated from adding and restoring up to 61 positions (adding 21 new positions, restoring 14 positions to Maintenance Division line duties and filling the 26 vacant positions not affected by the existing Fiscal Year 1995-96 salary savings level of 7.0 percent).

The Board of Supervisors approved funding for the reduction of salary savings from 7.0 percent to 6.3 percent but reserved the funds in the amount of \$459,334 in salary appropriations in the Fiscal Year 1996-97 budget as had been recommended by the Budget Analyst, pending a review of the Budget Analyst's management audit of the Municipal Railway.



Memo to Finance Committee  
March 12, 1997 Finance Committee Meeting

The Municipal Railway Maintenance Division has conducted comprehensive reviews of staffing required to accomplish its workload at the currently approved service level and has concluded that all currently approved positions are needed and that additional positions in many classifications are also required. Further, improved personnel processing methods are now in place so that vacancies can reportedly be filled on a more timely basis than in previous years.

2. An analysis of the projected budget deficiency in the MUNI Maintenance Division performed by the Budget Analyst is as follows:

FY1996-97 Budget	Actual Expenditures <u>7/1/96-2/7/97</u>	Projected Expenditures <u>2/8/97-6/30/97</u>	Budget Surplus (Deficiency)	Release of Reserve Requested by the MUNI	Budget Analyst Recommended Release of Reserve
\$51,373,892	\$29,445,556	\$19,765,000*	\$2,163,336	\$459,334	-0-

\*These projections include \$1,177,493 for all open personnel requisitions which are currently in process of being filled by the Municipal Railway Maintenance Division.

3. As noted in the table above, contrary to the reported projected budget deficiency as reported by MUNI, the Budget Analyst projects a budget surplus of \$2,163,336 in the MUNI's Maintenance Division Permanent Salary-Miscellaneous appropriation. Therefore, the requested release of reserve funds in the amount of \$459,334 is not needed and should be disapproved.

**Comments:**

1. The Municipal Railway Maintenance Division has also requested the release of reserved funds for two other projected shortfalls in salary and fringe benefits appropriations as follows (see Items 8 and 9 of this report to the Finance Committee):

Item 8, File 100-96-1.4	\$67,727
Item 9, File 100-96-1.5	<u>67,517</u>
Subtotal	\$135,244
Item 10, File 100-96-1.6 (Subject of this request)	<u>459,334</u>
Total	\$594,578

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Since all of these three reserved amounts are in the same MUNI Maintenance Division salary account and since the Budget Analyst's analysis projects a \$2,163,336 surplus, which exceeds all three requests under Items 8, 9 and 10 by \$1,568,758, these requested releases of reserves totalling \$594,578 should be disapproved.

2. The Six-Month Budget Status Report, which was prepared by the Controller, has estimated that the Municipal Railway will have budget deficiencies of \$2.9 million. Mr. Elias Girma, of the Municipal Railway, reports that such budget deficiencies have materialized in Overtime, Worker's Compensation and the Fuels and Lubricants accounts. Mr. Harrington has also estimated that Municipal Railway revenues will exceed budgeted amounts by approximately \$2.9 million which would be available to fund these other budget deficiencies.

3. Therefore all subsequent Municipal Railway budget deficiencies for FY 1996-97 should be able to be funded from existing MUNI revenues. However if and when the Municipal Railway submits a supplemental appropriation identifying these different budget deficiencies, which are separate and aside from this proposed subject request, the Budget Analyst will report on such subsequent legislation when it is submitted to the Board of Supervisors.

**Recommendation:** Do not approve the requested release of \$459,334 in reserved funds.



Item 11 - File 65-97-2

**Note** This item was transferred to the Finance Committee by the Economic Development, Transportation & Technology Committee at its meeting of March 4, 1997.

**Department:** Mayor's Treasure Island Project Office

**Item:** Resolution approving and authorizing amendments to a sublease and sublicense with Walt Disney Productions regarding the use of Hangars 3 and 180 on Naval Station Treasure Island extending the terms thereof until March 31, 1997.

**Location:** Treasure Island, Hangars 3 and 180

**Purpose of Lease:** Film Production

**Lessor:** City and County of San Francisco

**Lessee:** Walt Disney Productions

**No. of Sq. Ft. and Lease Rate:** 183,507 square feet, including 144,767 square feet of Hangar No. 3 and 38,740 square feet of Hangar No. 180

**Monthly Lease Revenues:** \$32,500: Hangar 180 - \$7,500 (38,740 sq.ft. @ \$0.1936 per square foot, per month)  
Hangar 3 - \$25,000 (144,767 sq. ft. @ \$0.173 per square foot, per month)

**% Change over Existing Rent:** None

**Term of Lease:** February 28, 1997, through March 31, 1997 (one month)

**Utilities and Maintenance:** Tenants pays all utilities and maintenance

**Right of Renewal:** None

**Description:** The proposed resolution would approve a one month extension to an existing sublicense (Hangar 3) and to an existing sublease (Hangar 180) previously entered into between Walt Disney Productions and the Redevelopment Agency on May 1, 1996 (Hangar 3) and August 1, 1996 (Hangar 180). The hangars are located on Treasure Island and the proposed extensions were negotiated directly by the Mayor's Treasure Island Project Office. According to Mr.

Memo to Finance Committee  
March 12, 1997 Finance Committee Meeting

Larry Florin of the Mayor's Treasure Island Project Office, the terms of the existing lease would be unchanged.

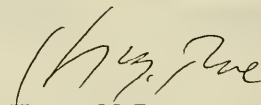
**Comments:**

1. Mr. Florin reports that the purpose of the extension would be to permit the lessee the time required to "strike the movie set," i.e., to dismantle the movie props and return the property to the required lease completion condition.

2. Mr. Florin further reports that the Mayor's Treasure Island Project Office is currently in negotiations to obtain a new lessee for the subject properties. A new lease would also require the approval of the Board of Supervisors.

3. The Board of Supervisors previously approved legislation in December of 1996 (Files 64-96-16 and 64-96-16.1) approving an agreement between the City and the Redevelopment Agency regarding the assignment and assumption of leases, subleases, licenses, and sublicenses relating to Naval Station at Treasure Island and Yerba Buena Island (the "Base"). Under that previously approved legislation, the Redevelopment Agency agreed to assign its interests in "Base" leases, subleases, and other agreements, to the Mayor's Office.

**Recommendation:** Approve of the proposed resolution.



Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey



# CALENDAR

DOCUMENTS DEPT.

## FINANCE COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

MAR 14 1997

SAN FRANCISCO  
PUBLIC LIBRARY

### REGULAR MEETING

9/97  
WEDNESDAY, MARCH 19, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosmary Little-Horanzky

\* \* \* \* \*

### Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F Line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



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The following services are available on request 48 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, MARCH 19, 1997 – 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1. File 147-96-8. [Public Library Budget] Hearing to consider the San Francisco Public Library's projected budget shortfall for the fiscal year 1996-97. (Supervisors Kaufman, Bierman)

ACTION:

2. File 64-97-2. [Sublease of Real Property at Building 606] Resolution authorizing a sublease of real property at Building 606, Hunters Point Shipyard, San Francisco, for the San Francisco Police Department. (Real Estate Department)

ACTION:

3. File 170-97-1. [Bond Document] Resolution authorizing execution of a consent to the developer loan assignment and assumption agreement relating to the Housing Authority of the City and County of San Francisco variable rate demand multifamily Housing Revenue Bonds, 1985 Series D (737) Post Project); and ratifying actions previously taken. (Mayor's Office of Housing)

ACTION:

4. File 101-92-10.8. [Reserved Funds, Public Library] Consideration of release of reserve, Public Library (1099 Library Improvement Bond Program), in the amount of \$39,000 for costs associated with the secondary phase of the move from the old Main Library, involving the relocation of items to various branch libraries and for miscellaneous projects necessary to finish clearing out the old Main Library. (Public Library)

ACTION:

5. File 101-95-61.4. [Reserved Funds, Fire Department] Hearing to consider release of reserved funds, Fire Department (1986 Fire Protection Bond interest earnings), in the amount of \$50,379 to fund the Auxiliary Water Supply System (AWSS) repair at Kearny and Clay Streets. (Fire Department)

ACTION:

6. File 96-97-1. [Negative Declaration, Sale of Property] Resolution confirming review and consideration of Final Negative Declaration prepared pursuant to the California Environmental Quality Act for the sale to the San Francisco Redevelopment Agency of a portion of Steuart and Spear Streets and described generally as a portion of Lot 33, Assessor's Block 3741. (Supervisor Yaki) (COMPANION TO THE FOLLOWING FILE.)

ACTION:

7. File 96-97-1.1. [Property Sale, Steuart/Spear Streets] Resolution approving and authorizing an agreement with the Redevelopment Agency for the sale directly to the Agency of certain real property formerly occupied by the Embarcadero Freeway between Steuart and Spear Streets described generally as a portion of Lot 33, Assessor's Block 3741, for a sales price of \$4,000,000, and for the purpose of enabling the Agency to convey such property for development of a headquarters building under an existing disposition and development agreement between the Agency and The Gap, Inc.; and adopting findings that the sale is consistent with the City's General Plan and eight priority policies of City Planning Code Section 101.1. (Supervisor Yaki) (COMPANION TO THE PRECEDING FILE.)

ACTION:

8. File 10-97-1. [Encroachment Permit, 1550 Sutter/Bush Streets] Resolution granting revocable permission to James E. Roberts-Obayashi Corporation to temporarily close and occupy the south sidewalk and a portion of the street on Bush Street during construction operations for the Coventry Park Project at 1550 Sutter Street. (Department of Public Works)

(Fiscal Impact. March 6, 1997 - Recommended to the Board by Housing and Neighborhood Services Committee.)

ACTION:

9. File 10-97-2. [Encroachment Permit, 657 Turk/Elm Streets] Resolution granting revocable permission to Nielsen Dillingham Buildings, Inc., to temporarily close and occupy the south sidewalk and a portion of the street area on Turk Street and the north sidewalk and a portion of the street area on Elm Street during construction operations at Tenderloin Elementary School at 657 Turk Street. (Department of Public Works)

(Fiscal Impact. March 6, 1997 - Recommended to the Board by Housing and Neighborhood Services Committee.)

ACTION:

## LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction.

**There are no items pending in the Finance Committee that fall under the 30-day Rule.**

FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

### HEARING NOTICE

Bill Lynch  
Govt Information Ctr  
41 Main Library-Civic Center  
100 Larkin Street

CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

March 14, 1997

**TO:** Finance Committee

DOCUMENTS DEPT.

**FROM:** Budget Analyst *Recommendations for meeting of*

MAR 19 1997

**SUBJECT:** March 19, 1997 Finance Committee Meeting

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1 - File 147-96-8

**Department:** Public Library

**Item:** Hearing to consider the San Francisco Public Library projected budget shortfall for FY 1996-97.

**Background:** In December of 1996, the Board of Supervisors approved a supplemental appropriation of \$1,601,488 for the Public Library (File 101-96-24). In addition, a reserve was placed on \$1,166,969 of the book budget of the Public Library, in order to cover the remaining projected budgetary shortfall. Officials of the Public Library stated that they would attempt to find alternative sources of revenue or savings to cover the budgetary shortfall, in order to avoid having to use book budget funds for this purpose.

The Public Library's budget shortfall was a result of overexpending in Temporary Salaries, Overtime and Premium Pay, as well as the related fringe benefits. In our report to the Budget Committee regarding that prior \$1,601,488 supplemental appropriation, the Budget Analyst noted that, while increased circulation at the New Main Library exacerbated the problem, the Public Library had not maintained adequate control over Temporary Salaries, and had failed to put systems in place to allocate staff efficiently



and operate within its appropriated budget.

The Budget Committee approved the supplemental appropriation, but urged the Mayor's Office to obtain an in depth management and fiscal audit of the Public Library in time to utilize the findings of such an audit in preparation of the Public Library's FY 1997-98 budget. The Budget Committee also scheduled this subject hearing to obtain a status report on the Public Library's latest projected budget shortfall for FY 1996-97.

On February 24, 1997, the Controller reduced the book budget reserve by \$502,547, from \$1,166,969 to \$664,422, based on the sixth-month fiscal reports, thereby releasing \$502,547 for the purchase of books and materials. Ms. Susan Andrus of the Controller's Office states that the release of these funds was made possible because alternative funding sources were identified to cover \$423,735 of the budgetary shortfall, and the projected budgetary shortfall itself was reduced by \$78,812, as follows:

- Effective January 1, 1997, the required Retirement contribution dropped to zero, resulting in a projected FY 1996-97 savings of \$169,430 for the Public Library.
- The Department of Light, Heat and Power revised their projection of Public Library costs for these items, resulting in projected FY 1996-97 savings of \$110,335.
- The Controller updated his calculation of the Public Library Baseline allocation, which varies depending upon the overall level of General Fund revenues, resulting in additional FY 1996-97 General Fund revenues to the Public Library of \$143,970.
- The Controller's projection of the budgetary shortfall at the Public Library was reduced by \$78,812, based on an analysis of salary and fringe benefit expenditures in January, 1997.

Although the Controller has released \$502,547 from the book budget reserve, Mr. Steve Agostini of the Mayor's Office states that the Public Library has not yet been given authorization from the Mayor's Office to spend the \$502,547. Mr. Agostini states that he has requested that the Public Library provide the Mayor's Office with a plan for how these funds would be spent on books and materials prior to receiving authorization from the Mayor's Office to spend

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**BUDGET ANALYST**

the funds. Mr. Agostini states that it is his understanding that there is a critical need for purchase of books and materials for children, and he wishes to see an expenditure plan to ensure that this need is addressed. As of the writing of this report, Mr. Agostini had not received the requested expenditure plan from the Public Library.

A balance of \$664,422 of the FY 1996-97 book budget remains on reserve for use in meeting the projected budgetary shortfall. Ms. Andrus advises that the Controller expects to adjust the book budget reserve one more time this fiscal year, in early April, based on the eighth-month fiscal reports. Ms. Andrus states that it is likely that a further adjustment to the Library Baseline budget will occur at that time, and possibly a further reduction in the estimated budgetary shortfall.

As of the writing of this report, the most recent Monthly Salary and Fringe Benefit Projection Report, which covers the pay period ending February 21, 1997, indicates the following budgetary shortfall:

Revised FY 1996-97 Budget for Personnel	Actual Expenditures for Personnel <u>7/1/96 - 2/21/97</u>	Projected Expenditures for Personnel <u>2/22/97 - 6/30/97</u>	New Revenue & Savings Identified by Controller ( <u>\$423,735</u> )	Budget Analyst's Projected Budgetary Shortfall Based on Controller's <u>2/21/97 Data</u> \$591,468
\$27,398,148	\$18,618,318	\$9,795,033		

The projected budgetary shortfall of \$591,468 shown above assumes that the Public Library continues to incur Personnel costs at the same rate per month that such costs were incurred during the pay period ending February 21, 1997. This projected budgetary shortfall does not include any projection of increases to the Library's Baseline budget, as the Controller will calculate such increases, if any, when eighth-month data becomes available.

Ms. Andrus advises that the Public Library will need to request a supplemental appropriation to expend the increased Library Baseline funds and the savings from the retirement rate reduction. Mr. Agostini states that the Mayor's Office will not authorize a request for such a supplemental appropriation on the part of the Public Library until he is confident in the Public Library's ability to manage such expenditures.

According to Mr. Agostini, the Mayor's Office hopes to avoid use of any portion of the book budget to meet the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

budgetary shortfall, and instead rely on required increases to the Baseline budget and/or reduction of other expenditures. Mr. Agostini states that he is working closely with the Public Library to try to resolve the budgetary shortfall without use of book budget funds. As of the writing of this report, however, no alternative solution has been identified.

Mr. Agostini reports that the Mayor's Office retained the firm of CODA Partners, which is based in Washington, D.C., to perform a strategic audit of the Public Library. Mr. Agostini states that the cost of the contract with CODA Partners is not to exceed \$48,000. The cost of the strategic audit will be paid out of the Controller's audit budget and the Public Library's budget. CODA Partners is a WBE firm. According to Mr. Agostini, CODA Partners has been asked by the Mayor's Office to develop options and recommendations for a long term strategy to improve the finances and operations of the Public Library, including analysis of basic operational functions such as staffing patterns and purchasing. CODA Partners is also providing the Mayor's Office with advice and recommendations on resolving the current year budgetary shortfall at the Public Library. Mr. Agostini advises that the final report will be presented initially to the Mayor, and subsequently to the Board of Supervisors Finance Committee, in late April. Mr. Agostini advises that the Public Library has been asked to submit a proposed FY 1997-98 budget to the Mayor's Office that continues expenditures at the FY 1996-97 level. Mr. Agostini advises that the Mayor's Office will review the Public Library's proposed budget and adjust it, with attention to the recommendations contained in the strategic audit.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 19, 1997

Item 2 - File 64-97-2

**Note:** This item was continued by the Finance Committee at its meeting of March 5, 1997.

**Department:** Police (SFPD)

**Item:** Resolution authorizing a sublease of real property by the SFPD from the San Francisco Redevelopment Agency.

**Location:** Building 606 - Hunter's Point Naval Shipyard.

**Purpose of Lease:** The following SFPD functions would be housed at Building 606 should the proposed lease agreement be approved:

Special Operations Bureau  
Crime Lab  
Property Control (evidence)  
"Air Marine" Helicopter Unit

**Lessor:** The San Francisco Redevelopment Agency (SFRA) currently leases the Hunter's Point Naval Shipyard property from the Department of the Navy and would act as "sublandlord" for this sublease of Building 606.

**Lessee:** SFPD

<b>No. of Sq. Ft. and</b>	Office Space	36,000	sq. ft.
<b>Cost Per Month:</b>	Warehouse Space	<u>54,000</u>	
	Total	90,000	

Monthly Rent:	\$16,000
Monthly Rent Per Sq. Ft. (approximately):	\$0.18

Additional Monthly Cost for	
Common Area Maintenance:	\$2,000
Total Monthly Rent and Maintenance	\$18,000
Total Monthly Cost Per Sq. Ft.:	\$0.20

<b>Annual Cost:</b>	Annual Rent:	\$192,000
	Annual Cost Per Sq. Ft. (approximately):	\$2.13

Additional Annual Cost for	
Common Area Maintenance:	\$24,000
Total Annual Rent and Maintenance:	\$216,000
Total Annual Cost Per Sq. Ft.:	\$2.40

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**BUDGET ANALYST**

**Utilities and Janitorial**

**Services:** All costs for utilities and janitorial services would be the responsibility of the City.

**Term of Lease:** Approximately March 15, 1997 until June 30, 1998 (15 1/2 months).

**Right of Renewal:** The City has one option to renew the lease for a period of four additional years in accordance with the following rent schedule:

	Annual Rent	Approximate Annual Rental Cost Per Sq. Ft.	Percent Increase
July 1, 1998- June 30, 1999	\$213,600	\$2.37	11.3%
July 1, 1999- June 30, 2000	237,360	2.64	11.1%
July 1, 2000- June 30, 2001	263,496	2.93	11.0%
July 1, 2001- June 30, 2002	292,248	3.25	10.9%

The Department of Real Estate reports that the initial rent of approximately \$0.18 per square foot per month (not including the common area maintenance cost) is substantially below the current fair market value for a comparable facility where the rent would be \$0.25 to \$0.35 per square foot per month. Consequently, the high annual percentage increases in rent shown above through the four option years was negotiated to bring the rent payments closer to fair market value. Under the terms for extension of the lease shown in the table above, the monthly rent per square foot would equal approximately \$0.27 per month (\$3.25 per year) in the final year of the lease.

**Source of Funds:** SFPD annual General Fund budget.

**Description:** Building 606 is described as a "mixed use facility" that was built in the mid 1980s for a ship maintenance operation. It includes office space, a laboratory, a vault and warehouse space. The facility's warehouse space has moveable cranes. The SFPD proposes that the following units would inhabit the facility:



	Total <u>Personnel</u>	No. of <u>Vehicles</u>	Approximate Square Feet of <u>Space (1)</u>
Special Operations Division (2)	165	114	23,000
Crime Lab	12	1	16,000
Property Control	13	4	29,400
Air Marine	<u>2</u>	<u>2</u>	<u>21,600</u>
Total	192	121	90,000

(1) Includes approximately 3,600 square feet of common area space such as hallways, stairways, restrooms and reception areas.

(2) Special Operations includes the Crime Prevention Company, the Public Housing Task Force, Traffic Enforcement and Investigations, and MUNI Patrol. Vehicles include motorcycles, a command van and the bomb squad vehicle, in addition to marked and unmarked police cars.

The Police Department's FY 1996-97 budget proposed that Building 606 be leased and made ready for occupation by the above units in order to address a number of needs. Specifically, occupation of Building 606 would provide an improved location for the Special Operations Division, which would move from its current location at St. Joseph's School on Tenth Street where a month-to-month lease costs the SFPD \$120,000 annually (\$4.80 per square foot per year). Also, by moving the Crime Lab and Property Control (which stores criminal evidence seized by the SFPD) to Building 606, overcrowding at the Hall of Justice would be reduced and deficiencies noted by the 1995-96 Grand Jury regarding the space and equipment needs of the Crime Lab would be corrected. By transferring the Property Control Division to Building 606, the SFPD would also avoid having to replace a warehouse formerly rented for this purpose at the site of the new Mission Station at an estimated cost of \$120,000 annually. In addition, Building 606 warehouse space could replace expenditures of \$36,000 annually now paid by the SFPD for document storage and retrieval services. Lastly, the SFPD does not currently have a permanent location for the "Air Marine" helicopter unit. The helicopter unit was initially located on the roof of the Hall of Justice, but moved to Pier 96 when winter started under an arrangement with the Port that agreed to provide temporary covered pier space at no cost to the City until a permanent location for the Police helicopters could be found.

By moving the units described above into Building 606, the SFPD projects the following benefits:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- A more suitable location for the Special Operations Division would improve efficiency and eliminate the costs for rent (\$120,000 annually) and services (\$64,000 annually) for the current St. Joseph's School location.
- The SFPD would save \$36,000 in current contractual services for document storage by utilizing the new warehouse at Building 606.
- The SFPD would not have to rent a warehouse at an estimated cost of \$120,000 annually for evidence storage. Since the warehouse formerly rented by the SFPD on the site of the new Mission Station was demolished, the SFPD's Property Control Division has stored evidence at various locations including the Hall of Justice and vacant warehouse space at Hunters Point Shipyard that the Redevelopment Agency provided to the SFPD at no cost on a temporary basis until the lease for Building 606 was approved or some other permanent solution was found.
- The Crime Lab's space limitation problems would be solved at considerably less expense than it would cost to lease comparable space and convert it to laboratory purposes since a portion of Building 606 was designed to house a laboratory with appropriate plumbing, electrical and ventilation features necessary for such a laboratory operation.
- The Air Marine Helicopter Unit would have a permanent base of operations in a functional facility.

The table below provides a breakdown of the annual and one time costs that would be incurred by the SFPD to lease Building 606.

**Annual Costs**

Rent and Common Area Maintenance	\$216,000
Building Maintenance (Stationary Engineer and Janitorial and Maintenance Services provided by DPW)	<u>261,940</u>
Total Annual Costs	<b>\$477,940</b>

**One Time Costs**

Telecommunications equipment, wiring, setup	\$312,760
Building Preparation, cleanup, lighting Stationary Engineering Services, fencing and parking lot repair	341,000
Crime Lab Furnishings, Fixtures and Equipment	<u>600,000</u>
<b>Total One Time Costs</b>	<b>\$1,253,760</b>

Of the onetime costs shown above of \$1,253,760, \$653,760 has been included in the SFPD's FY 1996-97 budget. (See Comment 1 below).

**Comments:**

(1) As noted above, \$653,760 in one time costs have been included in the current 1996-97 SFPD budget. An additional estimated \$600,000 for laboratory furnishings, fixtures and equipment will be needed before the Crime Lab would be able to move all of its operations into Building 606. According to the SFPD, funds for this purpose will be requested in the FY 1997-98 proposed budget.

(2) In performing Phase I of the management audit of the Police Department, the Budget Analyst noted the extremely overcrowded condition of the SFPD's Property Control Division's evidence storage function in the Hall of Justice. However, we did not report this condition as a finding in our Phase I audit report because the funding of Building 606 had been approved in the SFPD's 1996-97 annual budget and lease negotiations were proceeding.

(3) Budget Analyst staff assigned to the SFPD management audit have visited the existing Crime Lab in the Hall of Justice and confirmed the inadequacy of existing space for evidence storage for active cases, narcotics storage and overall laboratory functions. New equipment purchased with funding approved in the SFPD's 1996-97 budget cannot be installed in some cases because of the lack of space and the delay in gaining access to the new lab at Building 606. The existing Crime Lab lacks adequate wiring and existing furnishings and fixtures, such as ventilation hoods and lab benches need replacement. The SFPD Crime Lab is unable to obtain accreditation from the American Society of Crime Laboratory Directors (ASCLD) due to its inability to meet essential equipment, space and safety requirements. Such accreditation is important to the credibility in court of SFPD Crime Lab work on criminal cases.

(4) Budget Analyst management audit staff have also toured Building 606 and confirmed the functionality of the warehouse and laboratory space for the SFPD's intended uses. The building has never been occupied since its construction in the late 1980s and is therefore in like new condition.

(5) According to Captain Tim Hettrich, the Director of SFPD Planning Division, the SFPD has negotiated a memorandum of understanding with the Hunters Point Shipyard Citizens Advisory Committee that stipulates the commitment of the SFPD to work with the Advisory Committee in areas of economic development, youth development and public safety. Captain Hettrich states that he will provide the memorandum to the Finance Committee at the Finance Committee meeting of March 19, 1997.

(6) Occupational Safety and Health issues at the Hunters Point Naval Shipyard have been addressed by a report from Ms. Vickie Wells, Director of Occupational Safety and Health for the Department of Public Health. Ms. Wells worked with the SFPD and the Police Officers Association to formulate the development of an Illness Prevention Program. Her report included the following recommendations to address these issues:

- That the SFPD retain an Industrial Hygienist by work order with the Department of Public Health to implement the Illness Prevention Program;
- All SFPD personnel working at the location should receive appropriate training under a program developed by the Industrial Hygienist;
- The SFPD shall develop and implement an Emergency Response Plan;
- The SFPD should ensure effective communications between the Industrial Hygienist and personnel of the SFPD.

The cost to the of an Industrial Hygienist under workorder with the Department of Public Health would amount to approximately \$72,000 annually for the time period required to complete the objectives outlined in the above recommendations. The SFRA and the Navy have agreed to share these costs equally.

(7) The attached memorandum from the City Attorney's Office states that by entering into the sublease, the City will not alter or diminish the Navy's cleanup obligations under Federal law and that entering into the sublease will not have the effect of transferring any of the Navy's hazardous materials cleanup obligations and related costs to the City. Under the proposed sublease, as with all leases which the City enters into, the City is only responsible for hazardous materials releases caused by the City. The Navy is responsible for all cleanup costs related to existing hazardous materials at the site.

**Recommendation:** Approve the proposed resolution.



## City and County of San Francisco

## Office of the City Attorney



LOUISE H. RENNE  
City Attorney

MICHAEL S. COHEN  
Deputy City Attorney  
DIRECT DIAL: (415) 554-3911

## MEMORANDUM

TO: Ken Bruce  
Budget Analyst's Office

CC: Tim Hettrich  
Byron Rhett

FROM: Michael S. Cohen MSC  
Deputy City Attorney

DATE: MARCH 13, 1997

RE: BUILDING 606

Pursuant to your request, please be advised that under Federal law, the Navy has an obligation to take all remedial actions necessary to protect human health and the environment with respect to any hazardous substance that was (i) stored for one year or more on Hunters Point, (ii) known to have been released on Hunters Point or (iii) disposed of on Hunters Point. The Navy's clean-up obligation also includes any additional remedial action found to be necessary after the date of the sublease to the City. See, 42 U.S.C. Section 9620(3). Nothing in the City's sublease from the Redevelopment Agency for Building 606 would have the effect of modifying this obligation.

In addition, prior to leasing Building 606 to the Redevelopment Agency, the Navy was required under federal law to make a finding, in consultation with the EPA Administrator, that the uses contemplated for the lease are consistent with the protection of human health and the environment and that there are adequate assurances that the Federal Government will perform the obligations described above.

Finally, the Navy has an obligation under 10 U.S.C.A. Section 2687 to indemnify the Redevelopment Agency or the City for any losses caused by the release or threatened release of hazardous materials on Hunters Point that were the result of Navy activities at the Base. The indemnity does not cover releases caused by the City or the Redevelopment Agency. Nothing in the sublease modifies or limits this indemnity obligation of the Navy.

Item 3 - File 170-97-1

**Department:** Mayor's Office of Housing

**Item:** Resolution authorizing execution of a consent to the Developer Loan Assignment and Assumption Agreement relating to the Housing Authority of the City and County of San Francisco Variable Rate Demand Multifamily Housing Revenue Bonds, 1985 Series D (737 Post Project); and ratifying actions previously taken.

**Amount:** Up to \$17,000,000

**Source of Funds:** The Housing Authority of the City and County of San Francisco Multifamily Housing Revenue Bonds

**Description:** The proposed resolution would authorize the execution of a consent to the Developer Loan Assignment and Assumption Agreement which would allow for the sale and transfer of ownership of the 255-unit multifamily housing development located at 737 Post Street (the "Project"). Twenty percent of the Project's rental units, or 51 units, are reserved for low-income households at specified rents affordable to low-income households. According to Mr. Joe LaTorre of the Mayor's Office of Housing, if the City agrees to provide its consent, this resolution is needed for the sale and transfer of the Project because the Housing Authority issued the Housing Revenue Bonds which is financing the Project, and the City is designated as the administrator of the Bonds.

The Housing Authority issued tax-exempt Variable Rate Demand Multifamily Housing Revenue Bonds, 1985 Series D (737 Post Project) (the "Bonds"), in accordance with an Indenture of Trust between the Housing Authority and Security Pacific National Bank (the "Original Trustee"). The Bonds were issued in the amount of \$27,000,000 on December 1, 1985, and were sold on that date to the Original Bondholder.

This resolution is needed because the City, through the Mayor's Office of Housing, acts as the administrator of the Bonds. The Mayor's Office of Housing, in acting as the administrator of the Bonds, is responsible for monitoring compliance with and enforcing the affordability requirements for the Project as well as general administrative tasks including: (1) filing of notices and reports required to be filed with governmental agencies or the bank; (2) approving the acceptability of the Bond Counsel; (3) preparing additional printed Bonds; (4) filing of

any required financing statements or documents, and (5) monitoring the Developer's compliance with program requirements.

The Housing Authority used the Bond proceeds to make a loan (the "Loan") to Metro Post Ltd. (the "Original Developer"), pursuant to a Loan Agreement between the Housing Authority, the Original Developer, and the Original Trustee, dated December 1, 1985, to provide financing for the Project. The Project was completed in 1988. The Project has been transferred and the financing has been restructured a number of times since 1985. In 1992, Springview of California acquired the Project from the previous owner, First Interstate Bank. As part of the purchase transaction, First Interstate Bank redeemed \$10,000,000 of the outstanding Bonds. More recently, Springview of California renegotiated the terms of its letter of credit last May with the First Trust of California, National Trust and Savings Association (the "Current Trustee"), providing credit enhancement for the Bonds. The current outstanding principal balance of the Bonds is \$17,000,000.

If the City agrees to provide its consent, the proposed resolution is required for the current owner of the Project, Springview of California (the "Seller") to sell the Project to a group of investors consisting of Whitecliff I Apartments, R. Ryder Construction, and Carolyn E. Dewey (the "Buyers"). The bond documents establish certain requirements for the transfer of bond-financed developments, including execution of an Assignment and Assumption Agreement (the "Agreement") between the Housing Authority, the Buyers, and the Current Trustee. Pursuant to this Agreement, the Buyers assume all of the rights and obligations of the Seller.

In addition to the Agreement, two amendments would be made to the Regulatory Agreement, which outlines the responsibilities of each party to the Agreement. The First Amendment to the Regulatory Agreement amends the definition to extend the Qualified Project Period to the date on which the Bonds are no longer outstanding. This amendment would extend the term of affordability, which is the period that the Project is required to rent 20 percent of its units to low-income households, from its current expiration in November 1998 to the date at which the Bonds are finally redeemed which is currently scheduled for December 1, 2007. The Second Amendment to the Regulatory Agreement makes technical changes to the document to reflect the extension of the term of affordability and to reflect the fact that the Buyer is a tenancy-in-common, in this case a joint venture between

a limited partnership, a corporation, and an individual. The Regulatory Agreement and certain other documents are being amended as part of this transfer, but the City is not a party to those documents and no action by the Board of Supervisors is needed with respect to those documents, according to Mr. LaTorre.

**Comments:**

1. According to Mr. LaTorre, the Housing Authority issues tax-exempt housing revenue bonds, as an accommodation to private developers, in order to facilitate the financing of housing projects that include such socially desirable policies as reserving a percentage of the rental units for low-income households.

2. According to Mr. LaTorre, the purpose of the proposed resolution is to secure the required consent of the City for the proposed sale and transfer of the 737 Post Street Project, a 255-unit apartment building, from the Seller, Springview of California, Ltd. to the Buyers, a joint venture of three entities including Whitecliff I Apartments, Ltd, R. Ryder Construction, and Carolyn E. Dewey. Mr. LaTorre states that approval of the proposed resolution is required if the City agrees to provide its consent because the City is the administrator of the Bonds issued by the Housing Authority which funded the building of the 737 Post Street Project. In addition to the consent of the City, according to Mr. LaTorre, the transfer of the property also requires the consent of Housing Authority and the Current Trustee, which is First Trust of California, National Trust and Savings Association. Mr. LaTorre states that the consent of these parties is in the process of being obtained.

3. According to Mr. LaTorre, the Bond documents contain provisions that provide that the Housing Authority and the City as administrator shall not unreasonably withhold their consent to a transfer of the development in compliance with the terms of the Bond documents. The Bond documents specifically provide that the Sellers of the development may transfer title if (a) it provides an opinion of Bond counsel satisfactory to the City and the Housing Authority; and (b) it provides an opinion of Buyer's counsel satisfactory to the City and the Housing Authority; and (c) "reasonable evidence" that the Buyers have assumed the Seller's duties and obligations under the Bond documents. The Buyers have agreed to execute the Assignment and Assumption Agreement in a form approved by the City Attorney and the Mayor's Office of Housing. If this resolution is not approved, the City will have the burden of showing that the Buyers have not met these requirements. Ms. Catherine Payer of the



City Attorneys Office reports that Mr. LaTorre's statement regarding the City's authority to decline the consent accurately reflects the provisions of the Regulatory Agreement that govern the transfer of the property.

4. According to Mr. LaTorre, the Project is currently fully leased and is operating at a profit. He states that for the property's fiscal year ending February 1997, net cash flow (before depreciation and taxes, but including debt service) was projected to be approximately \$1.3 million.

5. According to Mr. LaTorre, the City would benefit from the proposed sale and transfer of the Project because the Buyers have agreed to extend the affordability requirement on the 20% affordable units. Under the current Regulatory Agreement, the affordability requirement is scheduled to expire in November 1998, ten years after completion of the apartment building. The amended Regulatory Agreement would extend the affordability requirements as long as the Bonds remain outstanding. Because the Bonds are scheduled to mature on December 1, 2007, the City would gain up to nine additional years of affordable units at the Project unless the Bonds are paid off early.

Mr. LaTorre states that if the Buyers choose to pay off the Bonds prior to November 1998, the Buyers must still comply with the affordability requirements until November 1998. However, if the Buyers choose to pay off the Bonds in January 1999, there would be no additional benefit to the City since there would no longer be a requirement to maintain 51 of the 255 apartment units as low-income units. According to Mr. LaTorre, for each additional year beyond November 1998 that the Buyers choose not to pay off the Bonds, the City benefits from the extension of the low-income affordability requirement. Thus, according to Mr. LaTorre, if the Buyer chooses to pay off the Bonds after November 1998 but prior to December 2007, the City benefits from the additional period in which the City can provide units for low-income households.

Mr. LaTorre states that most developers do not choose to pay off housing revenue bonds early because these tax-exempt bonds provide a lower interest rate than could normally be obtained through conventional financing. For this Project, Mr. LaTorre states that the Buyers are unlikely to pay off the Bonds early because the additional revenue which the developer would gain from raising the rents to fair market value on the 51 units currently protected by the affordability requirement is approximately \$146,880 annually (based on



an average of \$1099 per month for fair market value rents compared to an average of \$859 per month for low income rents for a difference of \$240 per month for 12 months times 51 units equals \$146,880 annually) which is less than the added interest costs of \$340,000 annually using conventional financing, a difference of approximately \$193,120 annually. As Mr. LaTorre's memo shows, the tax-exempt nature of the financing from Bonds provides an interest rate estimated at 2% below the best available rate from private financial institutions which provides the Buyer a savings of \$340,000 annually ( $\$17,000,000 \times 2\%$  interest = \$340,000 annually in savings).

6. Mr. LaTorre states that no City funds of any kind were advanced in issuing the Bonds, and the City's faith and credit is explicitly not pledged for payment of the Bonds or for any other purpose. Therefore, the City has not incurred and will not incur any fiscal liability as a consequence of either the original bond issuance or the transfer of the property, according to Mr. LaTorre.

7. With respect to the City's exposure to financial risk and liabilities in the proposed bond transfer, Ms. Payer of the City Attorneys Office confirms that the City has no obligation to make payments to the Bondholders and would not incur any liability as a result of the proposed resolution and the related Project. The Housing Authority is only obligated to make payments to the Bondholders to the extent that the Developer makes such payments to the Housing Authority. According to Ms. Payer, the Housing Authority would not incur any liability as a result of the proposed resolution and the related Project, unless the Housing Authority or the Current Trustee, which is First Trust of California, National Trust and Savings Association, failed to comply with standard securities and tax requirements, or the Bond Indenture.

8. According to Mr. LaTorre, the sale and transfer of the Project does not affect the outstanding Bonds on the Project. The Buyers are assuming all obligations of the Seller, including the indebtedness which secures payments of the Bonds.

9. Mr. LaTorre states that the Buyers are paying all costs related to the transaction, including Bond counsel fees and the City Attorney fees.

10. According to Mr. LaTorre, the Buyers are a joint venture of three entities: Whitecliff I Apartments, Ltd., a California

limited partnership; R. Ryder Construction, a California corporation; and Carolyn E. Dewey, an individual. Mr. LaTorre states that the property will be managed by Sequoia Equities Inc. which is a general partner of Whitecliff I Apartments. Sequoia Equities currently manages 28 properties containing 4,957 units in the Bay Area, San Diego, Sacramento, and Reno.

11. Mr. LaTorre has reviewed the proposed Bond documents and the capacity of the Buyers to manage the property in accordance with the requirements, and recommends approval of the proposed resolution to consent to the transfer.

12. The attached memorandum from Mr. LaTorre explains the background and nature of the proposed legislation.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

## FAX TRANSMISSION MEMORANDUM

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### MAYOR'S OFFICE OF HOUSING

NUMBER OF PAGES (INCLUDING COVER SHEET): 3  
IF YOU DO NOT RECEIVE ALL PAGES, PLEASE CALL (415) 252-3188

March 14, 1997

TO: Chung Han Lee, Budget Analyst

FROM: Joe LaTorre

SUBJECT: 737 Post Street Revenue Bonds Resolution

I am providing the following information to assist you in your analysis of the proposed resolution referenced above.

#### The Project

The project is an existing 255-unit apartment building located at 737 Post Street. It was financed by the issuance of housing revenue bonds in 1985 in the amount of \$27,000,000, and completed in 1988. Under the terms of the City's regulatory agreement, 20% of the units are required to be rented to low-income households at specified rents affordable to that income level.

In 1992, the development was acquired by Springview of California, Ltd. As part of the purchase transaction, the seller, First Interstate Bank, redeemed \$10,000,00 of the outstanding bonds, and the purchaser assumed \$17,000,000 in obligations to the bond trustee.

The property is currently fully leased and is operating in the black. For the property fiscal year ending February 1997, net cash flow (before depreciation and taxes, but including debt service) was projected to be approximately \$1.3 million.

#### The Proposed Purchaser

The purchaser is a joint venture of three entities, acquiring title as tenants in common: Whitecliff I Apartments, Ltd., a California limited partnership; R. Ryder Construction, Inc., a California corporation; and Carolyn E. Dewey, an individual. The general partners of Whitecliff I Apartments are Sequoia Equities III LLC and Coit Financial Group LLC, both California limited liability companies. The property will be managed by Sequoia Equities, Inc., a California corporation. Sequoia Equities

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March 14, 1997  
Page 2

currently manages 28 properties containing 4,957 units in the Bay Area, San Diego, Sacramento and Reno.

#### Why Action by the Board of Supervisors is Required

The bond documents provide that the property may be transferred with the consent of several parties: the Housing Authority, as issuer of the bonds; the City as Administrator of the bonds; and the Bond Trustee. The consent of the Housing Authority and Bond Trustee is currently being secured. This resolution provides the required consent of the City.

#### Effect of Transfer on the Bonds

The transfer of the property does not affect the outstanding bonds on the development. The purchaser is assuming all obligations of the current owner, including the indebtedness which secures payment of the bonds.

#### Costs of the Transaction

The developer is also paying all costs of the transaction, including bond counsel fees and the City Attorney fees. The City does not receive an issuer fee in connection with a transfer of title.

#### Fiscal Cost to the City

The issuance of tax-exempt housing revenue bonds is done by the City as an accommodation to private developers. No City funds of any kind are advanced in the transaction, and the City's faith and credit is explicitly not pledged for payment of the bonds or for any other purpose. The bondholders are made aware that their guarantee of repayment is solely the revenues of the project. Therefore, the City has not incurred and will not incur any fiscal cost as a consequence of either the original bond issuance or the transfer of the property.

#### Specific Advantages to the City

As a part of the proposed transfer of title, the owners have agreed to extend the affordability requirements on the 20% affordable units from their current expiration of 10 years after completion (1998) to extend as long as the bonds are outstanding. The bonds are scheduled to mature on December 1, 2007. If the bonds are not

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March 14, 1997  
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paid off early, the City will gain nine additional years of affordability.

It is unlikely that the developer would elect to pay the tax-exempt bonds off prior to maturity. In the current market, the developer is saving about \$340,000 per year from the tax-exempt nature of the financing (based on an interest rate estimated at 2% below the best available rate from private financial institutions). The average rent of the below-market rate units is \$859 per month, and the average rent of the market rate units is \$1,099. Therefore, renting the below-market units at market rate would increase revenues by about \$150,000 per year (\$240/unit x 51 units x 12 months).

Consequences if the Resolution is not Approved

The bond documents contain provisions that provide that the Housing Authority and the City as administrator shall not unreasonably withhold their consent to a transfer of the development in compliance with the terms of the bond documents. The bond documents specifically provide that the owner of the development may transfer title if (a) it provides an opinion of bond counsel satisfactory to the City and the Housing Authority; (b) it provides an opinion of purchaser's counsel satisfactory to the City and the Housing Authority; and (c) "reasonable evidence" that the purchaser has assumed the original developer's duties and obligations under the bond documents. The purchaser has agreed to execute assignment and assumption documents in a form approved by the City Attorney and the Mayor's Office of Housing. If this resolution is not approved, the City will have the burden of showing that the purchaser has not met these requirements. In addition, the City will not obtain the benefit of the extended affordability term offered by the purchaser.

Please let me know if you have any further questions. I can be reached at 252-3188.

Cc: Marcia Rosen, MOH  
Daryl Higashi, MOH  
Mike Martin, Mayor's Budget Office





Item 4 - File 101-92-10.8

**Note:** This item was continued from the September 18, 1996 meeting of the Budget Committee.

**Department:** Public Library

**Item:** Hearing to consider release of reserved funds for the Public Library from the 1988 Library Improvement Bond Program, in the amount of \$39,000 for costs associated with the secondary phase of the move from the old Main Library, involving the relocation of items to various Branch Libraries and for miscellaneous projects necessary to finish clearing out the old Main Library building.

**Amount:** \$39,000

**Source of Funds:** Library Improvement Bond Program

**Description:** In October of 1995, the Board of Supervisors approved a request to release \$409,728 from reserve for the primary phase of the relocation from the old Main Library to the new Main Library (File 101-92-10.7). At that time, the Board of Supervisors continued to reserve \$39,000 in 1988 Library Improvement Bond Program funds for the secondary phase of the relocation, pending the selection of a contractor, and the submission of budget details and information regarding the MBE/WBE status of the contractor to the Board of Supervisors.

**Budget:** The following budget, provided by the Public Library, details the costs related to the secondary move:

<u>Item</u>	<u>Cost</u>
<b>Moving and Storage Services</b>	
Library's Collections	\$26,037
Equipment and Furniture	<u>6,500</u>
<b>Total</b>	<b>\$32,537</b>

**Comments:** 1. According to Ms. Robin Burgstahler of the Public Library, the Library selected Vector Transportation/Bekins to move the Library's collections, which submitted the low bid in the amount of \$26,037. Vector Transportation/Bekins is not an MBE or WBE firm. Attachment I is the quotation of Vector Transportation/Bekins obtained from the Purchaser. The other firms which bid were Double Day Office Services (\$32,660) and Peeters Transportation Company, Inc. (\$39,897).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. According to Ms. Burgstahler, the scope of work to be completed by Vector Transportation/Bekins includes taking down shelving in the old Main Library, and moving display cases, book ends, file cabinets, bulletin boards, and documents to the new Main Library.

3. According to Ms. Burgstahler, the Library is requesting \$6,500 to pay for moving various equipment and furniture to Branch Libraries and for moving older equipment and furniture (for use by other City departments or to be auctioned by the City) to the Purchaser's Central Warehouse. According to Ms. Burgstahler, this portion of the move will be completed by Lynch and Sons Van And Storage, a moving vendor approved by the Purchasing Department for moves estimated to cost under \$7,500. Lynch and Sons Van and Storage is not a MBE or WBE firm, but is a certified LBE firm.

4. Attachment II is a memorandum from Ms. Burgstahler explaining why the older equipment and furniture, which is to be sent to the Purchaser's Central Warehouse, can no longer be used by the City. The memorandum contains a list of such equipment and furniture and the reason why such equipment and furniture will not be continued to be used by the Public Library.

5. According to Ms. Burgstahler, the Public Library preferred to divide the move between two separate vendors because the collections items to be moved required special handling, whereas the equipment and furniture could be moved easily and could be completed quickly without initiating a bidding process.

6. Ms. Burgstahler reports that the move is anticipated to begin on March 31, 1997 and be completed in April of 1997.

7. This request is for the amount of \$39,000. However, the costs for the secondary move are \$32,537. Therefore, the proposed requested release of reserved funds should be reduced by \$6,463 from \$39,000 to \$32,537.

**Recommendation:** In accordance with Comment No. 7 above, reduce the requested release of \$39,000 by \$6,463, to \$32,537, and continue to reserve \$6,463.

24/97  
20 PM

BID NUMBER/TYPE : ITSF97000721/MQ

PAGE: 002

ACQUISITION ID/LINE NO	COMMODITY ID NAME/SPECS	QTY	U/M	UNIT PRICE	EXTENDED PRICE
B97070016 001	7460-40	1.00	LT		<u>\$26,300<sup>00</sup></u>

# MOVING & STORAGE SERVICES

MOVING SERVICES FOR THE LIBRARY - (SEE ATTACHED FOR DETAIL)  
THE ATTACHED OUTLINE LISTS TWO SEPARATE ELEMENTS OF THE MOVE FOR  
ITEMS FROM THE MAIN LIBRARY.  
~~THE FIRST ELEMENT IS CONCERNED WITH MOVING FROM THE MAIN TO THE  
VARIOUS LIBRARY BRANCHES AND MOVING ITEMS STORED FROM THE  
BRANCHES TO THE CENTRAL PURCHASING WAREHOUSE (GEARY AND MASONIC).  
THE SECOND ELEMENT OF THE MOVE IS OF ITEMS FROM THE OLD MAIN TO THE  
NEW MAIN OR TO BROOKS HALL. THIS PART OF THE MOVE WILL INCLUDE MOVING  
THE CARD CATALOG.~~

NOTE: BIDDERS ARE REQUESTED TO ATTEND A BRIEFING AND WALK THROUGH AT  
THE LIBRARY. BRIEFING SHALL BE AT 10:00 AM, MONDAY MARCH 3, 1997.  
PLEASE MEET AT THE MCALLISTER GATE BETWEEN LARKIN AND HYDE ON  
MCALLISTER STREET AT THE APPOINTED HOUR FOR THE BRIEFING AND THE WALK  
THROUGH WILL FOLLOW.

(DUE TO THE FRAGILE NATURE OF SOME OF THE ITEMS TO BE MOVED  
AND THE EXTENT AND COMPLEXITY OF WORK THAT WILL BE REQUIRED,  
BIDDERS WHO DO NOT ATTEND THE BRIEFING AND SUBMIT A BID ARE  
NOT RELIEVED FROM THEIR BID.)

BRAND BEING BID: \_\_\_\_\_  
MODEL BEING BID: \_\_\_\_\_  
PART NUMBER : \_\_\_\_\_

## ADDITIONAL REQUIREMENTS :

\*\*\*\*\*  
THE FOLLOWING CHECKED DOCUMENTS ARE INCORPORATED INTO THIS INVITATION  
TO BID:



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

Date: March 12, 1997

To: Jonnel Welling  
Budget Analyst

From: Robin Burgstahler  
Library, Operations

Re: Movement of Furnishings and Equipment From the Old Main  
Library to the Branches

When staff and the collections moved from the Old Main into the New Main Library in early 1996 they left behind a great deal of furniture. This was because the New Main was completely furnished.

The Library was then able to offer the most serviceable of this remaindered furniture to the branches. In this way the branches could replace even older and more care worn items with furniture from the Old Main. The only cost involved with the distribution of furniture was the cost of moving the items.

At the point at which the Old Main furniture was delivered to the branches, another generation of remaindered furniture would result. This furniture would need to be delivered to the Central Purchasing Warehouse. Items in the Warehouse are made available to all City departments at no cost. From time to time portions of the warehouse's inventory are made available to the public by auction.

A summary of items to be delivered to the Central Purchasing Warehouse from the branches includes the following: 9 electric typewriters, 6 newspaper racks, 7 spinner display racks, 12 audio display racks, 35 black vinyl patron chairs, 20 staff chairs, 40 metal folding chairs, 30 wooden chairs, 40 wooden chairs with brown vinyl seat and arm upholstery, 65 orange plastic stacking chairs, 6 metal desks, 12 wooden single pedestal desks, 25 single sided shelving units, 6 double sided shelving units, 17 tables, 10 versicle files, 10 step stools, 5 wheeling carts, 3 couches, 4 lounge chairs and 12 kitchen chairs.



Item 5 - File 101-95-61.4

**Departments:** Fire Department  
Department of Public Works (DPW)

**Item:** Release of reserved funds to finance the repair of valves and adjacent pipes of the Auxiliary Water Supply System at Kearny and Clay Streets.

**Amount:** \$50,379

**Source of Funds:** 1986 Fire Protection Bond interest earnings

**Description:** In November of 1986, San Francisco voters approved the issuance of \$46.2 million of Fire Protection System Improvement General Obligation Bonds (Proposition A) to finance improvements to the City's Auxiliary Water Supply System (AWSS). The AWSS is a system of reservoirs, cisterns, pipelines, pump stations and fireboats, which provide a separate source of water supply for fire protection.

The City sold \$31 million of these bonds in 1987, and an additional \$15.2 million of these bonds in 1991, for a total of \$46.2 million in Fire Protection System Improvement Bonds. In March of 1996, the Board of Supervisors approved a supplemental appropriation ordinance for \$3,907,900 (File 101-95-61) from accrued interest from the Fire Protection System Improvement Bonds for four categories of capital improvement projects: (1) repair and improvement of the Fireboat Phoenix; (2) motorized AWSS Control Valves; (3) AWSS Water Storage Tank repair; and (4) emergency repairs of AWSS facilities. The Board of Supervisors placed \$3,269,850 on reserve.

The Fire Department is now requesting the release of \$50,379 for a project that falls under the fourth category shown above, emergency repairs of AWSS facilities. An amount of \$627,000 out of the total reserve of \$3,269,850 had been reserved by the Board of Supervisors for projects like the subject proposed repairs work needed at Kearny and Clay Streets for emergency repairs of AWSS facilities. According to Robert Jew at the Department of Public Works, the repairs at Kearny and Clay Streets are needed because the valves and adjacent pipes have been damaged due to corrosion and age. These repairs would include excavation, replacement of a damaged gate valve and the connecting pipes on both sides of the valve, and backfilling.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 19, 1997 Finance Committee Meeting

As noted above, the Board of Supervisors had reserved \$627,000 for emergency repair of AWSS facilities, pending selection of the construction contractors, submission of cost details and the MBE/WBE status of the contractors.

**Comments:**

1. The Department of Public Works (DPW), on behalf of the Fire Department, received three bids to conduct the proposed work. The three firms which submitted bids, their MBE/WBE/LBE status, and their bids received are as follows:

A. Ruiz Construction Co. & Assoc. Inc.	MBE/LBE	\$38,550
Answer, Inc.	MBE/LBE	\$43,300
Mitchell	MBE/LBE	\$65,500

The low bid was submitted by A. Ruiz Construction Company, Inc., an MBE/LBE firm.

2. The Fire Department is currently requesting a release of \$50,379 based on the following budget:

Construction	\$38,550
Contingency (10%)	3,855
Engineering and Construction Management	7,974

<b>TOTAL</b>	<b>\$50,379</b>
--------------	-----------------

The engineering and construction management will be conducted by the Bureau of Engineering (BOE) in the Department of Public Works. Three BOE employees would provide the management services at the following hours and hourly rates:

No.	Classification	Hours	Cost Per Hour	Total
5204	Assistant Civil Engineer	46	25.56	\$1,176
5258	Project Manager III	22	42.26	930
5366	Engineering Associate II	61	26.84	1,637
	Mandatory Fringes Benefits			1,619
	DPW Overhead			<u>2,612</u>
	<b>TOTAL</b>			<b>\$7,974</b>

3. As noted above, the Board of Supervisors placed \$627,000 on reserve for projects such as the subject proposed repairs at Kearny and Clay Streets. According to Mr. Jew, \$97,988 of this total amount reserved for emergency repairs of AWSS facilities has been used for other repair projects and \$529,012 remains. The requested \$50,379 for the emergency repair

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**BUDGET ANALYST**

Memo to Finance Committee  
March 19, 1997 Finance Committee Meeting

work would decrease the available reserved funds for emergency repairs of AWSS facilities to \$478,633.

**Recommendation:** Approve the proposed release of \$50,379.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Items 6 and 7 - Files 96-97-1 and 96-97-1.1

**Department:** Department of Real Estate (DRE)  
San Francisco Redevelopment Agency (SFRA)

**Items:** **Item 6. File 96-97-1**  
Resolution confirming the review and consideration of a Final Negative Declaration prepared by the Planning Department pursuant to the California Environmental Quality Act (CEQA) for the sale by the City to the San Francisco Redevelopment Agency (SFRA) of a portion of the former Embarcadero Freeway Between Steuart and Spear Streets (Portion of Lot 33, Block 3741).

**Item 7. File 96-97-1.1**  
Resolution approving and authorizing an agreement by the City with the San Francisco Redevelopment Agency (SFRA) for the sale by the City to the SFRA of City-owned real property, consisting of approximately 35,773 square feet of land space, formerly occupied by the Embarcadero Freeway between Steuart and Spear Streets (Portion of Lot 33, Block 3741) at a sales price of \$4,000,000 and for the purpose of enabling the SFRA to then sell the property for \$4,000,000 to The Gap, Inc. for development of a headquarters building under an existing Disposition and Development Agreement (DDA) between the SFRA and The Gap, Inc.; and adopting findings that the sale is consistent with the City's General Plan and the eight priority policies of City Planning Code, Section 101.1.

**Description:** The City owns the property formerly occupied by the Embarcadero Freeway between Steuart and Spear Streets (Portion of Lot 33, Block 3741), which consists of approximately 35,773 square feet of land area. The Embarcadero Freeway structure was removed by the State after sustaining damage in the 1989 Loma Prieta earthquake. The City acquired the property from Caltrans at no cost under special State legislation. The acquisition of the property from Caltrans was approved by the Board of Supervisors in September of 1996 (File 84-96-2).

In January 1995, the SFRA entered into a Disposition and Development Agreement (DDA) for the development by The Gap, Inc. of its San Francisco headquarters office building on real property bounded by Steuart, Spear and Folsom Streets and, on the north, by the subject property. Although not the subject of the proposed resolutions, the DDA provides for the sale from SFRA to The Gap, Inc. of Assessors Block 3741, Lots 11, 21, 25, 27, and 28 (a total of 57,191 square feet of



land space) for The Gap's development of a 440,000 square foot headquarters office building.

The Gap, Inc. plans to enlarge the proposed development site by purchasing the subject property (35,773 feet of land space) for the purposes of increasing the size of The Gap, Inc.'s headquarters. The aggregation of the subject property would increase the potential development site from approximately 57,191 square feet to approximately 92,964 square feet of land area. In the DDA, the SFRA also agreed to seek to amend the Rincon Point-South Beach Redevelopment Plan to include the subject parcel. The DDA between the SFRA and The Gap, Inc. was not subject to approval by the Board of Supervisors (See Comment No. 4).

The Gap's office building, as proposed in the DDA, totals 440,000 square feet of building space and includes office space, ground-level commercial space, meeting rooms, health club, 220-seat auditorium, cafeteria/food facilities, and an 88-car underground parking garage. As noted above, with the addition of the subject property, the potential development site would increase from 57,191 square feet to approximately 92,964 square feet of land area. With the addition of the subject property, The Gap, Inc. proposes to increase the size of the office building from about 440,000 square feet, as referenced in the DDA, to about 540,000 square feet, and proposes to increase the number of parking spaces from 88, as referenced in the DDA, to 366. The proposed dimensions for the headquarters building include a maximum length of 190 feet and a maximum height of occupied space of 205 feet.

According to Mr. David Madway, General Counsel of SFRA, the proposed headquarters office of The Gap, Inc. will consolidate employees currently located at various sites throughout the City and possibly in other areas, however, at this time it is not known how many employees will occupy the building. Mr. Madway advises that The Gap, Inc. plans to begin building on the site in the Fall of 1997.

#### **Item 6. File 96-97-1**

On March 17, 1997, the Board of Supervisors, sitting as a Committee of the Whole, will consider amendments to the Rincon Point-South Beach Redevelopment Plan to expand the Rincon Point-South Beach Redevelopment Area to include the subject property consisting of 35,773 square feet of land space (portion of the former Embarcadero Freeway between Steuart and Spear Streets). At its meeting of March 17, 1997, the Board of Supervisors will also consider proposed amendments to the Downtown Plan and the Northeastern Waterfront Plan of the General Plan to accommodate the

proposed Gap headquarters office development. (Files 151-97-1, 157-97-1.1, 157-97-1.2 and 271-97-2)

The Planning Department retained an outside environmental consulting firm to conduct a study ("Initial Study"), required under CEQA, of the environmental effects of implementing the proposed Rincon Point-South Beach Redevelopment Plan amendment. The Planning Department has determined that, in the independent judgment of the Environmental Review Officer of the Planning Department, there is no substantial evidence that implementing the proposed amendment could have a significant effect on the environment.

This proposed resolution would confirm the review and consideration by the Board of Supervisors of a Final Negative Declaration prepared for the sale to the SFRA of the subject property. The Final Negative Declaration is on file with the Clerk of the Board.

**Item 7, File 96-97-1.1**

This proposed resolution would approve and authorize an agreement with the San Francisco Redevelopment Agency (SFRA) for City to sell to the SFRA the subject property. The subject property, formerly occupied by the Embarcadero Freeway between Steuart and Spear Streets, would be sold at a sales price of \$4,000,000 so that the SFRA may then sell the property for \$4,000,000 to The Gap, Inc. for development of a headquarters building under an existing DDA between the SFRA and The Gap, Inc. The proposed resolution, if approved, would also adopt findings that the sale is consistent with the City's General Plan and the eight priority policies of City Planning Code, Section 101.1.

**Comments:**

1. Mr. Larry Ritter of the Department of Real Estate reports that an appraiser, Mansbach Associates, was retained by the Department of Real Estate to conduct an independent appraisal of the subject property. Mansbach Associates determined that the fair market value of the property was \$4,915,000. However, according to Mr. Ritter, this value was determined based on the assumption that the subject property was free of hazardous materials. Mr. Ritter advises that testing conducted by an outside investigator, retained by the SFRA, found that the subject property is contaminated with lead and other hazardous materials. Therefore, the SFRA and The Gap, Inc. negotiated a settlement price of \$4,000,000 for the subject property, with The Gap, Inc. assuming responsibility for hazardous material clean-up on the property pursuant to an indemnification agreement contained in the DDA.

2. Mr. Ritter reports that The Gap, Inc. plans to purchase the land from the SFRA for \$4,000,000, the same price that the SFRA will pay the City under this proposed resolution.

According to Mr. Jesse Smith of the City Attorney's office, there are two reasons why it is desirable to the City for the subject property to be conveyed to The Gap, Inc. through the SFRA rather than having The Gap, Inc. purchase the property directly from the City.

(1) The subject property is currently zoned for public use, precluding commercial development on the site. If the City were to auction off the parcel, the City would have to engage in a costly and time consuming rezoning process to designate the property as a commercial zone. Mr. Smith advises that, by conveying the property to The Gap through the SFRA, the City gets fair market value quickly without the delay and expense of a zoning change.

(2) Mr. Smith advises that because the DDA between The Gap, Inc. and the SFRA governs the development of the headquarters office, it is desirable have all parcels of the property governed by the agreement, rather than just a portion. Under the DDA, the SFRA has certain remedies for failure to develop the site in accordance with the schedule for development. In addition, the sale to the SFRA insures that the development will be done according to the Rincon Point-South Beach Redevelopment Plan which has been approved by the Board of Supervisors.

3. Mr. Madway advises that the total land price to be paid by The Gap, Inc. to the SFRA is approximately \$9,900,000 for property owned by the SFRA (57,191 square feet) and \$4,000,000 for the subject property owned by the City and to be sold to the SFRA (35,773 square feet). Therefore the total price for the total of 92,964 square feet of land space, is approximately \$13,900,000.

The proposed headquarters property, not including the subject property, is made up of two contiguous parcels, both owned by the SFRA. The two land parcels combined represent a total of 57,191 square feet of land space. The first parcel was formerly a privately-owned parking lot. The second parcel was formerly owned by Caltrans and housed a parking lot and several commercial tenants. The subject property will be the third contiguous parcel of property (35,773 square feet of land space), bringing the total property which will be conveyed to The Gap, Inc. to 92,964 square feet

of land space. Relocation and demolition costs will be paid by The Gap, Inc.

The sale price of \$4,000,000 to be received by the City for the subject parcel, consisting of 35,773 square feet of land is \$111.82 per square foot. The sales price of approximately \$9,900,000 for the adjacent parcel, owned by the SFRA and consisting of 57,191 square feet of land, is \$173.10 per square foot.

Mr. Madway reports that there are several reasons why the price per square foot being paid to the City for the subject parcel is substantially lower than the price per square foot being paid to the SFRA for the adjacent parcel (\$111.82 per square foot vs. \$173.10 per square foot):

- (1) A portion of the adjacent parcel, owned by the SFRA, was acquired through settlement of a condemnation action, raising the price of the property substantially;
  - (2) The subject property is oddly-shaped and of limited utility, decreasing its value;
  - (3) The Gap, Inc. has agreed to reimburse the SFRA for the cost for environmental studies; and
  - (4) The subject parcel of land contains more hazardous material contamination than the adjacent property, decreasing the subject property's value.
4. According to Mr. Smith, the Board of Supervisors must approve any redevelopment plans and amendments to those plans proposed by the Redevelopment Agency. However, Mr. Smith advises that the DDA between the SFRA and The Gap, Inc. did not require approval by the Board of Supervisors.
5. In addition to the agreeing to pay for all hazardous materials clean-up costs, in the DDA The Gap, Inc. has agreed that it will pay for the following items (The Budget Analyst has reviewed these terms of the DDA):
- Up to \$2,000,000 for design and construction of Rincon Park, located across the Embarcadero from its proposed headquarters building, or The Gap, Inc. will design and build the park itself, in lieu of the customary \$2 per square foot payment to the Open Space Fund. The Gap, Inc. will also pay \$1 million over ten years for security for the park. After ten years, the SFRA will assume responsibility for providing security for the park. Rincon Park consists of nearly 3 acres, all within



the jurisdiction of the Port of San Francisco and is leased by the SFRA from the Port. The Rincon Park lease was approved by the Board of Supervisors in 1995 (File 65-95-7).

- Install and maintain artwork in and around the office building and Rincon Park costing an amount equal to one percent of the hard construction costs of the office building, estimated to cost \$50 to \$60 million, or about \$500,000 to \$600,000.
- \$4,500,000 to the SFRA's Affordable Housing Fund.
- \$1 per gross square foot of office space as a child care fee in lieu of an on-site childcare facility (about \$540,000).
- \$0.26 per square foot of any commercial space for the San Francisco Unified School District Fund. Mr. Madway advises that at this time it is not known if any commercial space will be contained in the proposed headquarters office development.

6. State law requires that, because the subject property was declared surplus property by Caltrans and conveyed free of charge to the City, the City is obliged to either use the subject property for transportation purposes or sell the parcel at fair market value and devote the proceeds to transportation purposes. Ms. Theresa Burke of the Department of Public Works reports that proceeds in the amount of \$4,000,000 from the sale of the subject property to the SFRA will be used by the City to fund the Mid-Embarcadero Roadway Replacement Project.

**Recommendation:** Approval of the proposed resolutions is a policy matter for the Board of Supervisors.



Item 8 - File 10-97-1

**Note:** This item was recommended to the Board by the Housing and Neighborhood Services Committee.

**Department:** Department of Public Works (DPW)

**Item:** Resolution granting revocable permission to the James E. Roberts–Obayashi Corporation to temporarily close and occupy the south sidewalk and a portion of the street on Bush Street during construction operations for the Coventry Park Project at 1550 Sutter Street.

**Description:** The proposed resolution would grant revocable permission to the James E. Roberts–Obayashi Corporation to temporarily close and occupy the south sidewalk and a portion of the street on Bush Street during construction operations for the Coventry Park Project, a privately-financed, 190-unit housing development for the elderly at 1550 Sutter Street. The permission would be granted from the date of approval of the proposed resolution by the Board of Supervisors for a one-year period, or approximately through March 17, 1998.

The Board of Supervisors may revoke at will the permission to be granted to the James E. Roberts–Obayashi Corporation. In addition, permission would automatically be terminated if the James E. Roberts–Obayashi Corporation failed to continue insurance protection for the temporary closure of the sidewalk and portion of the street area. Mr. Nick Elsner of the DPW advises that the James E. Roberts–Obayashi Corporation has provided evidence of the insurance coverage required by the DPW.

**Comment:** James E. Roberts–Obayashi Corporation is required to pay a non-refundable fee to the City of \$27,500 for the 12 months of occupancy and \$500 processing fee. Mr. Elsner advises that James E. Roberts–Obayashi Corporation has paid the \$500 processing fee, but has not yet paid the fee of \$27,500. Mr. Elsner advises that James E. Roberts–Obayashi Corporation is to pay the \$27,500 fee following approval of the proposed resolution.

**Recommendation:** Approve the proposed resolution.



Item 9 - File 10-97-2

**Note:** This item was recommended to the Board by the Housing and Neighborhood Services Committee.

**Department:** Department of Public Works (DPW)

**Item:** Resolution granting revocable permission of Nielsen Dillingham Builders, Inc. to temporarily close and occupy the south sidewalk and a portion of the street area on Turk Street and the north sidewalk and a portion of the street area on Elm Street during construction operations at Tenderloin Elementary School at 657 Turk Street.

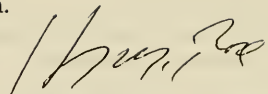
**Description:** The proposed resolution would grant revocable permission to Nielsen Dillingham Builders, Inc. to temporarily close and occupy the south sidewalk and a portion of the street area on Turk Street and the north sidewalk and a portion of the street area on Elm Street during construction operations taking place to build the new Tenderloin Elementary School at 657 Turk Street. The permission would be granted from the date of approval of the proposed resolution by the Board of Supervisors for a one-year period, or approximately through March 17, 1998.

The Board of Supervisors may revoke at will the permission to be granted to Nielsen Dillingham Builders, Inc. In addition, permission would automatically be terminated if Nielsen Dillingham Builders, Inc. failed to continue insurance protection of the temporary closure of the sidewalk and portion of the street area. Mr. Nick Elsner of the DPW advises that Nielsen Dillingham Builders, Inc. has provided evidence of the insurance coverage required by the DPW.

**Comment:** Nielsen Dillingham Builders, Inc. is required to pay a non-refundable fee to the City of \$100,440 for the 12 months of occupancy and a \$500 processing fee. Mr. Elsner advises that Nielsen Dillingham Builders, Inc. has paid the \$500 processing fee, but has not yet paid the fee of \$100,440. Mr. Elsner advises that Nielsen Dillingham Builders, Inc. is to pay the \$100,440 fee following approval of the proposed resolution.

Memo to Finance Committee  
March 19, 1997 Finance Committee Meeting

**Recommendation:** Approve the proposed resolution.

  
Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

# CALENDAR

## FINANCE COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

MAR 20 1997

SAN FRANCISCO  
PUBLIC LIBRARY

### SPECIAL MEETING

MONDAY, MARCH 24, 1997 - 1:30 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosmary Little-Horanzky

\* \* \* \* \*

### Disability Access

Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F Line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6075.



## REGULAR CALENDAR

1. File 60-97-2.5. [Rebuttal Argument to Proposition A] Motion authorizing rebuttal argument to opponent's ballot argument against Proposition A, a bond measure concerning education facility bonds. (Supervisor Teng)

ACTION:

2. File 60-97-2.4. [Rebuttal Argument to Proposition B] Motion authorizing rebuttal to opponent's ballot argument against Proposition B, a bond measure concerning cultural facilities. (Supervisor Kaufman)

ACTION:

3. File 60-97-2.6. [Rebuttal Argument to Proposition C] Motion authorizing rebuttal to opponent's ballot argument against Proposition C, a bond measure concerning zoo facilities. (Supervisor Yaki)

ACTION:

4. File 60-97-3.3. [Rebuttal Argument to Proposition D] Motion authorizing rebuttal argument to opponent's ballot argument against Proposition D, a lease- financing bond measure concerning football stadium. (Supervisor Brown)

ACTION:

5. File 280-96-3. [Rebuttal Argument, Proposition E] Motion authorizing rebuttal argument to opponent's ballot argument against Proposition E, a charter amendment concerning public utilities commission revenue uses. (Supervisor Kaufman)

ACTION:

FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

### HEARING NOTICE

Bill Lynch  
Govt Information Ctr  
41 Main Library-Civic Center  
100 Larkin Street

# CALENDAR

## FINANCE COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS D - -

MAR 24 1997

SAN FRANCISCO  
PUBLIC LIBRARY

### REGULAR MEETING

WEDNESDAY, MARCH 26, 1997 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosmary Little-Horanzky

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## Disability Access

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FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, MARCH 26, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1. File 101-96-50. [Appropriation, Fire Department] Substitute ordinance appropriating \$1,653,393, Fire Department, from the General Fund Reserve for salaries, materials and supplies, equipment purchase and services of other departments to fund the cost of transferring the Paramedic Division from Public Health to the Fire Department for fiscal year 1996-97. RO #96228. (Supervisor Kaufman) (COMPANION MEASURE TO THE FOLLOWING FILES.)

ACTION:

2. File 30-97-3. [Paramedic Function Transfer] Resolution supporting a transfer of paramedic function from the Health Department to the Fire Department. (Supervisor Kaufman) (COMPANION MEASURE TO THE PRECEDING AND FOLLOWING FILE.)

ACTION:

3. File 118-97-1. [Emergency Medical Services] Ordinance amending Health Code by repealing Section 112 which authorizes the Department of Public Health to provide emergency medical services and by adding a new Section 112 relating to the provision of emergency medical services by the Fire Department with Health Commission approval. (Supervisor Kaufman) (COMPANION MEASURE TO THE PRECEDING FILES.)

ACTION:

4. File 25-97-1. [Prop J Contract, Laundry Services] Resolution concurring with the Controller's certification that the laundry services can be performed for the Department of Public Health, San Francisco General Hospital by private contractor for a lower cost than similar work performed by City and County employees. (Department of Public Health)

ACTION:

5. File 47-97-1. [License Agreement for Off-Street Parking] Resolution authorizing the license agreement for parking at the Community Assembly of God Church, 355 Ocean Avenue, for the Municipal Railway. (Real Estate Department)

(FISCAL IMPACT. March 18, 1997 – Recommended to Board by the Economic Development, Transportation, and Technology Committee.)

ACTION:

#### LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction.

There are no items pending in the Finance Committee that fall under the 30-day Rule.

FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

HEARING NOTICE



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1/26/97  
CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

March 21, 1997

**TO:** Finance Committee

DOCUMENTS DEPT.

**FROM:** Budget Analyst *Recommendations for meeting of*

MAR 26 1997

**SUBJECT:** March 26, 1997 Finance Committee Meeting

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Items 1, 2 and 3 - Files 101-96-50, 30-97-3 and 118-97-1

**Department:** San Francisco Fire Department (SFFD)  
San Francisco Department of Public Health (DPH)

**Items:** File 101-96-50: Supplemental appropriation ordinance appropriating \$1,653,393 for transition costs related to transferring the Paramedic Division of the Department of Public Health (DPH) to the Fire Department (SFFD) for FY 1996-97.

File 30-97-3: Resolution supporting a transfer of the paramedic function from the DPH to the SFFD.

File 118-97-1: Ordinance amending the Health Code by repealing Section 112, which authorizes the DPH to provide emergency medical services, and by adding a new Section 112 relating to the provision of emergency medical services by the SFFD, with Health Commission oversight.

**Amount:** \$1,653,393

**Source of Funds:** General Fund Reserve

**Background:**

As part of a State-mandated update of the City of San Francisco's Emergency Medical Services Plan, the DPH Emergency Medical Services Agency (EMSA) coordinated a planning process during FY 1995-96 to define the optimal emergency medical system for the City. San Francisco's emergency medical system has historically involved paramedic services based in the DPH, with the Fire Department as the first responders. However, in February of 1996, the EMSA issued a report on the San Francisco Emergency Medical Services Configuration Plan, which recommended transfer of the paramedic function from the DPH to the SFFD. The report states that the new configuration plan is based on Seattle's EMS system (see Comment No. 3). In addition to consolidating emergency medical services in the SFFD, the plan would introduce a multi-tiered response and transport approach, and would significantly increase the number of trained Paramedics through cross-training of Firefighters. Cross-training of Paramedics would, similarly, increase the number of trained Firefighters in the SFFD. (See further explanation below.)

San Francisco currently provides the same response and transport for all 911 medical calls: two Paramedics capable of providing Advanced Life Support (ALS) treatment, with an ambulance. ALS treatment, which requires approximately 1,200 hours of paramedic training, includes advanced levels of assessment and treatment, and the administration of medication, including intravenous medication. In nearly half of 911 medical calls, fire engines are also dispatched to provide more rapid response. SFFD Firefighters are able to provide Basic Life Support (BLS) treatment until the ALS ambulance arrives. BLS can be provided by individuals with Emergency Medical Technician (EMT) certification, which involves 110 hours of training and at least four hours of optional defibrillation training. (Defibrillation is a procedure used in cases of cardiac arrest, in which an electric shock is administered to the heart to restore its normal rhythm.) BLS treatment includes first aid, cardiopulmonary resuscitation (CPR) and defibrillation.

Under the proposed configuration plan, San Francisco would adopt a multi-tiered approach under which criteria-based dispatching would be used to dispatch ALS units or Basic Life Support (BLS) units, depending upon the patient's condition. The proposed configuration plan would provide for a variety of types of response to 911 medical calls, including (1) standard ALS, two Paramedic ambulances; (2) ambulances staffed by one Paramedic and one EMT Firefighter; (3) fire engines with a Firefighter/Paramedic on board; and (4) fire engines staffed by EMT Firefighters. However, the introduction of ambulances staffed by one Paramedic and one EMT Firefighter would not occur until the initial transition of paramedic functions to the SFFD has been phased in, and its effectiveness would be evaluated after implementation to determine the permanent configuration of the response mix. The general purpose of the multi-tiered approach is to focus ALS resources on the most life-threatening 911 medical calls.

While Paramedics currently work 8 hour shifts and 40-hour weeks, those Paramedics who opt to complete the training to become Fire Rescue/Paramedics (see below) would convert to the 24-hour shifts and 48-hour work weeks that are standard for Firefighters. Ms. Abby Yant of the DPH EMSA states that the 24-hour shifts would enable the SFFD to staff more ALS ambulances around the clock than are currently staffed. Specifically, the DPH currently deploys 10 to 14 ambulances at all times. Under the proposed configuration plan, 16 ambulances would be deployed at all times. Eventually, it is anticipated that a minimum of 24 ALS fire engines, with at least one trained Paramedic on board, will also be deployed on a regular basis.

Ambulances deployed by the DPH Paramedic Division currently move within assigned zones of the City, which are adjusted based on analysis of the probability of occurrence of calls by geographic area and time. Under the proposed configuration plan, ambulances and Paramedics would be assigned to 16 of the 41 Fire Stations in the City, although ambulances might be moved between fire stations during a shift to ensure that response standards can be met. Restocking of materials and equipment to ambulances would also be carried out at Fire Stations, rather than at a central storeroom, as is currently done. The DPH currently has 26 ambulances, but purchase of another three was authorized in the FY 1996-97 budget, and the proposed supplemental appropriation includes a request for another two ambulances, to bring the total ambulance fleet to 31.

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(See discussion of supplemental appropriation, File 101-96-50).

Under the proposed plan, all Paramedics would be given the option, at the time of the transfer to the SFFD, to train to become Fire Rescue Paramedics. This would be a new classification, requiring licensed Paramedics to undergo on-the-job training in fire suppression techniques. Fire Rescue/Paramedics would assist in certain tasks of fire fighting, in addition to providing ALS services. As Uniform employees, Fire Rescue/Paramedics would convert to the 24-hour shifts discussed above. Fire Rescue/Paramedics could then train to become Firefighter/Paramedics, or could choose to remain Fire Rescue/Paramedics. In addition, the proposed plan would permit up to 82 Firefighters to cross train to become Firefighter/Paramedics over a period of three years. The end result would be a major increase in the number of Paramedics and Firefighters. (See Comment No. 3.)

The DPH Paramedic Division currently has 168 authorized Paramedic positions. Information provided by Captain Richard Shortall of the SFFD indicates that, after a three year period during which Firefighters who wish to cross train as Paramedics undergo such training, the SFFD would have a total of up to 243 staff people with paramedic training, a 45 percent increase, including those who transfer from the DPH and Firefighters who complete the cross training and required State paramedic certification. (See Comment No. 3.) Ms. Yant states that the goal of introducing the multi-tiered response, changing Paramedics to 24-hour shifts, and increasing the number of Paramedics is to reduce the ALS response time from the current 8 to 10 minutes to approximately 4.5 minutes.

The proposed plan also addresses concerns about inadequate field supervision of emergency medical services, by increasing the number of Paramedic Supervisors from 17 to 28, a 65 percent increase, thereby increasing the number of Paramedic Supervisors on duty in the field at any given time from the current one or two to four. (Paramedic Supervisors are assigned to field positions as well as to administrative positions, including management of Continuous Quality Improvement, Training, Research, etc.) Paramedic Supervisors would be given a new classification of Fire/Paramedic Captain. See the discussion of ongoing costs of the transfer for a comparison of current Paramedic Division management costs with the cost of the proposed new configuration.

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The February 1996 EMSA report, "Optimizing the Configuration of San Francisco's Emergency Medical Services," summarized the reasons for the proposed changes to the EMS system as follows: (1) to ensure faster response times for emergencies throughout the City; (2) to use resources more cost-effectively through careful targeting of emergency services to emergency needs; (3) to offer better emergency service to all neighborhoods, particularly those that are currently underserved; and (4) to eliminate wasteful duplication of services.

The proposed configuration plan was approved by a joint meeting of the Health Commission and the Fire Commission on February 18, 1997. The plan will be submitted to the State Emergency Medical Services Authority in the near future which must approve the plan. Ms. Yant states that the SF EMSA has already met with the State Emergency Medical Services Authority and anticipates approval of the plan. The implementation schedule prepared by the EMSA assumes that transfer of the paramedic function from the DPH to the SFFD will occur as of July 1, 1997. Although the legislation before the Finance Committee at this meeting of March 26, 1997 does not authorize any new positions or classifications, or approve a budget for the new EMS Division of the SFFD, approval of the subject legislation (Files 30-97-3 and 101-96-50) will have the effect of authorizing the transfer of paramedic functions from the DPH to the SFFD which will result in submission of such budget requests at a later date (presumably as part of the FY 1997-98 budget process). In addition, approval of the proposed legislation implies approval not only of the transfer of functions, but also of at least the initial phase of the planned cross training of Paramedics and Firefighters, and ultimately of the goal of reducing ALS response time from 8-10 minutes to approximately 4.5 minutes.

**Description:**

**Item 2, File 30-97-3** is a resolution which would support the transfer of the paramedic function from the Department of Public Health to the Fire Department and states that the Board of Supervisors supports the transition costs that are necessary to effect this change. In addition, the proposed resolution specifically states that the Board of Supervisors supports a paramedic training academy for the cross-training of Firefighters as Paramedics and the attendance of Paramedics at Fire College for cross-training of Paramedics as Firefighters. According to Dr. Mitch Katz of the Department of Public Health, this resolution is the overall policy statement supporting the proposed actions



which would transfer the responsibility for emergency medical services from the Department of Public Health to the Fire Department. See the description on ongoing costs for the Budget Analyst's estimate of the increased annual personnel costs related to such cross-training. At this time, Item 1, File 101-96-50 contains a request for \$1,653,393 in General Fund monies to fund one-time transition costs only (see budget below).

**Item 3, File 118-97-1** would repeal Chapter V, Part II, Section 112 of the City's Health Code which specifically authorizes the Department of Public Health to provide and maintain emergency medical services, to provide emergency first aid care to persons in need and to maintain the associated emergency ambulance services. The proposed ordinance (File 118-97-1) would replace this repealed Section with a new Section 112 to the City's Health Code specifying that the Fire Department would now be authorized to provide emergency medical services, with the approval of the Health Commission and subject to those conditions and requirements established by the Health Commission, pursuant to Charter Section 4.110. Charter Section 4.110 states that the Health Commission and the Department of Public Health is responsible for managing and controlling the City and County hospitals, emergency medical services, and in general is responsible for providing for the preservation, promotion and protection of the physical and mental health of the inhabitants of San Francisco.

In accordance with the proposed ordinance, the Department of Public Health would also determine which Fire Department personnel would provide emergency medical service and would determine the standards, policies and medical protocols that would govern the Fire Department in its operations with respect to these emergency medical services. As stated in the proposed ordinance, nothing in this ordinance is intended to affect the authority granted to the San Francisco Emergency Medical Services Agency (EMSA), which serves as the local emergency medical services agency under State law.

Ms. Paula Jesson of the City Attorney's Office reports that the Department of Public Health would remain as the local EMSA, which is the State authorized regulatory body responsible for overseeing, coordinating and supporting the Advanced Life Support (ALS) providers. According to Ms. Jesson, the proposed ordinance (File 118-97-1) would therefore only change the provider of the City's emergency

medical services from the Department of Public Health to the Fire Department. In addition, Ms. Jesson reports that as is now being done in most cities and counties, it is preferable to separate the responsibilities for regulating the emergency medical services (which would continue to be the responsibility of the Department of Public Health), from the responsibilities for providing the emergency medical services, (which would become the responsibility of the Fire Department).

**Item 1, File 101-96-50** is a supplemental appropriation to cover the transition costs of transferring the paramedic function from the DPH to the SFFD. In other words, the proposed supplemental appropriation is designed to cover the various one-time costs that would be incurred in order to (1) provide fire retardant uniforms for the Paramedics who opt to become Fire Rescue Paramedics; (2) provide additional vehicles, including two ambulances, four vehicles for field supervision, and two large vans for delivery of supplies; (3) supply the 16 Fire Stations with beds, lockers and start-up supplies for accommodating Paramedics and ambulances; (4) purchase computer, telephone, and radio equipment, to accommodate a combined fire/paramedic dispatch unit at the current Paramedic Dispatch Center; (5) purchase computer and office equipment to transfer paramedic training and administrative functions from DPH offices to SFFD offices; (6) train Paramedics to become Fire Rescue Paramedics and start a clinical paramedic training program for Firefighters at San Francisco General Hospital (SFGH); and (7) provide staff to manage the transition.

**Budget:** The proposed budget for transition costs is summarized as follows:

<u>Category</u>	<u>Cost</u>
Uniforms	\$92,030
Ambulances & EMS Vehicles	541,064
Fire Station Improvements	147,678
Dispatch Center Improvements	201,792
EMS Administrative Office Improvements	262,813
Training	335,464
Transition Management	<u>72,552</u>
Total Transition Budget	\$1,653,393

A copy of the detailed budget, by category, is shown as Attachment No. 1 to this report.

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Uniforms (\$92,030)

The \$92,030 uniform budget includes a total of \$72,279 to purchase long and short-sleeved shirts, trousers and safety shoes for the approximately 150 DPH Paramedics who are expected to opt to become Fire Rescue/Paramedics. Captain Shortall states that, while one reason to purchase the new uniforms is to achieve a standard "look" among all SFFD employees, the primary objective is to ensure that all personnel involved in fire fighting have flame resistant clothing. Captain Shortall states that the shirts and trousers currently worn by Paramedics are a cotton blend that is more flammable than the wool blend that would be purchased. The uniform budget also includes a total of \$13,818 for new badges and lapel pins which will identify the Paramedics and management staff as SFFD employees. Finally, the uniform budget includes \$2,320 for belts and \$3,613 for buckles.

Mr. Michael Ward of the Purchaser's Office advises that the proposed purchase of uniforms would be carried out under an existing contract for SFFD uniforms, which was competitively bid.

Ambulances and EMS Vehicles (\$541,064)

As described above, the new deployment and shifts of Paramedics would enable the SFFD to increase staffing of ALS ambulances from the current 10 to 14 to a total of 16 ambulances on active duty at all times, if a sufficient number of Paramedics opt to become Fire Rescue/Paramedics and switch to 24-hour shifts. Ms. Yant states that deployment of 16 ambulances around the clock is expected to reduce the ALS response time, even prior to cross-training of Firefighters to increase the number of Paramedics. However, Ms. Yant states that it is not possible for the EMSA to accurately predict what the response time will be following deployment of 16 ambulances. The Budget Analyst notes that approval of two ambulances requested in the proposed supplemental appropriation would, in effect, constitute a policy decision by the Board of Supervisors to increase the deployment of ambulances and Paramedics on a round-the-clock basis.

Captain Shortall advises that the Paramedic Division currently has 26 ambulances. Captain Shortall states that the DPH was authorized to purchase an additional three ambulances as part of the FY 1996-97 budget, although such purchase has not yet taken place. According to Captain Shortall, in order to ensure the availability of 16

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ambulances at all times, the SFFD needs to purchase an additional two ambulances, at a total cost of \$260,000, or \$130,000 each. Mr. Ward advises that the Purchaser plans to purchase the two ambulances requested in this supplemental appropriation with the three ambulances already funded, in order to obtain the most advantageous price and delivery date for these vehicles.

If this purchase is approved, and the three ambulances previously authorized are also purchased, the total number of ambulances would increase from 26 to 31. If 16 ambulances are deployed, there would typically be 15 ambulances on reserve. Captain Shortall states that extra ambulances are required to handle special events, as well as to ensure ambulance availability when vehicles are being serviced. Mr. Ron Louie of the DPH advises that up to five ambulances are typically being serviced at most times. Mr. Louie further advises that, of the 26 ambulances currently available, 12 have exceeded 100,000 miles.

Captain Shortall states that the Paramedic Division currently has two vans that are used by Paramedic Field Supervisors. However, Captain Shortall advises that these vans have over 100,000 miles and are in a poor state of repair, and will therefore be used instead by training personnel following the transition. As described earlier, the SFFD plans to request an increase in Paramedic Supervisor staffing (reclassifying such positions as Fire/Paramedic Captains) in the FY 1997-98 budget, largely in order to deploy four Paramedic Supervisors in the field at all times, rather than the current one or two. The proposed transition budget includes \$122,000 for the purchase of four utility vehicles to be used by the Fire/Paramedic Captains who would function as field supervisors. Again, the Budget Analyst notes that approval of the vehicles at this time presupposes that the Board of Supervisors will approve the creation of an additional 15 Fire/Paramedic Captains as part of the FY 1997-98 budget.

Mr. Ward advises that it will be difficult for the Purchaser's Office to purchase the proposed vehicles prior to the model year close out. Mr. Ward cautions that this may make it impossible for the Purchaser to obtain the specified vehicles from the factory, and could render their purchase from dealers more expensive than anticipated. As of the writing of this report, Mr. Ward had not received full specifications of the proposed vehicles, and could not verify the budgeted amounts for vehicles.



A total of \$80,664 is budgeted to outfit the new ambulances and Field Supervisor vehicles with lights (\$14,700) and to provide the new ambulances with Automatic Vehicle Locators (AVLs) (\$13,764). Mobile radios would be furnished to all of the new vehicles (\$5,575), as well as approximately 50 existing vehicles (\$46,625) which, according to Captain Shortall, have radios that cannot pick up channels used by the SFFD, at a total cost of \$52,200. Mr. Ward states that the Purchaser has not yet reviewed detailed specifications for these items, and so cannot verify the amounts budgeted by the SFFD. Mr. Ward states that the Purchaser will obtain competitive bids for these items if they are approved by the Board of Supervisors.

The proposed transition budget includes \$56,000 to purchase two large delivery vans. The Paramedic Division currently has no large delivery vans. Under the current Paramedic Division, supplies are distributed from a central location. Because supplies would, under the SFFD, be decentralized at the 16 Fire Stations, Captain Shortall states that two new delivery vans are needed.

The Budget Analyst recommends that the \$472,039 for purchase of two ambulances (\$260,000), four utility vehicles (\$122,000), two delivery vans (\$56,000) and related mobile radios (\$5,575) and outfitting equipment (\$14,700 plus \$13,764) be placed on reserve, pending submission to the Finance Committee of verification of actual costs. The recommended reserve would not delay the purchase of the subject vehicles, as the Purchaser's Office can order the subject vehicles once the funding has been appropriated by the Board of Supervisors. The release of reserved funds can be heard by the Finance Committee at the Department's request.

The vehicle budget also includes \$22,400 to paint the entire ambulance fleet. The purpose of the painting is to identify the ambulances as SFFD vehicles, rather than DPH vehicles.

#### Fire Station Improvements (\$147,678)

The \$147,678 budget for improvements to the 16 Fire Stations that will house Paramedic staff and ambulances includes (1) \$11,458 to provide six twin beds at each Fire Station; (2) \$31,665 for twelve lockers at each Fire Station, which would provide each Paramedic with one locker for his or her uniform and one locker for protective gear; (3) \$17,360 for five medical supply cabinets at each of the 16 Fire Stations; (4) \$6,208 to provide each of the 16 Fire Stations with initial

#### **BOARD OF SUPERVISORS** **BUDGET ANALYST**



medical supplies; and (5) \$80,987 to provide each of the 16 Fire Stations with initial medical equipment. Captain Shortall states that, because of the planned decentralization of supplies to the Fire Stations, some duplication of supplies and equipment is necessary. Mr. Ward states that the Purchaser has not yet received or reviewed specifications for these items, and so cannot comment on the accuracy of the cost estimates.

#### Dispatch Center Improvements (\$201,792)

The DPH Paramedic Division currently has a dispatch operation, located at 2789 25th Street, also known as the Plant Building. The SFFD has a separate dispatch operation, located at 1003 Turk Street. Under the proposed EMS configuration plan, the two dispatch functions would be merged. Captain Shortall advises that the proposed transition budget assumes that the combined Paramedic/Fire dispatch function will be located at the Plant Building. It should be noted that this arrangement would be temporary, because the Combined 911 Communications Center, to be located at the site of the Margaret Hayward Playground and on and around the site of the current SFFD dispatch operation, in the area bounded by Turk Street, Golden Gate Avenue, Laguna Street and Gough Street, which will house Paramedic, Fire and Police dispatch, is expected to be ready within two to three years. Captain Shortall states that the Plant Building dispatch center may be converted into the City's backup dispatch center at that time, although no such decision has been made. Captain Shortall advises that the space occupied by the existing SFFD dispatch center at 1003 Turk Street will remain vacant, and will eventually be demolished as part of the Combined 911 Communications Center project.

Captain Shortall states that it is essential to consolidate the dispatch functions at the time that the Paramedic Division transfers to the SFFD. According to Captain Shortall, the SFFD Computer Aided Dispatch (CAD) System is new, and can be modified to dispatch ambulances as well as fire apparatus. Captain Shortall advises that the cost estimates for the Dispatch Center Improvements were developed by the Department of Telecommunications and Information Services, which will manage this aspect of the transition. The proposed transition budget includes (1) \$16,085 to prepare the Plant Building dispatch center to accommodate the combined fire/paramedic dispatch function, by installing cables and testing communication links; \$21,158 to move, install and reroute the SFFD CAD system to the

Plant Building, and \$20,000 to upgrade this system. Captain Shortall states that the CAD upgrade will be carried out by the PRC Corporation, which developed the SFFD CAD system. Eight personal computers would be leased for one month, at a cost of \$200 per computer, for a total of \$1,600. The leased personal computers would be used as CAD terminals, to ensure that the CAD system remains fully operational while the move is in process.

Mr. Lorenzo Garde of Telecommunications and Information Services states that two additional radio dispatch consoles are needed at the Plant Building, at a cost of \$66,079, again to accommodate the SFFD fire console staff. The existing SFFD status board, which is an electronic device used to show the status of all SFFD units, cannot be moved, according to Mr. Garde. A replacement SFFD status board is budgeted at \$20,000. Mr. Garde explains that \$6,241 would be spent to obtain a reconfiguration of the routing of 911 calls from Pacific Bell. A contingency of \$36,229 is included to cover unanticipated materials costs. The Budget Analyst recommends that the amount of \$36,229 for the contingency be reserved pending submission of actual cost details showing that the contingency is needed.

Finally, the transition budget for Dispatch Center Improvements includes \$14,400 in funding to cover project management of the improvements by Telecommunications and Information Services. This represents 192 hours of Telecommunications and Information Services staff time, at an average hourly rate of \$75 per hour.

#### EMS Administrative Office Improvements (\$262,813)

The SFFD plans to expand the existing SFFD EMS Administration and Training Center, located in Building 1216 at the Presidio, to house all administration and training for the proposed SFFD Division of Medical Services. According to Captain Shortall, a total of 25 persons involved in EMS administration and training will have offices in Building 1216. Captain Shortall states that the computers and furniture used by DPH Paramedic Division administrative and training staff is owned by the DPH, and will be used by whatever DPH staff (currently undetermined) move into the Paramedic Division administrative offices in the Plant Building. Therefore, the proposed transition budget includes \$156,710 for a computer network, including 25 personal computer workstations and network equipment. The SFFD has obtained Electronic

Information Processing Steering Committee (EIPSC) approval for this purchase. The proposed transition budget also includes \$79,103 for the purchase of 25 modular cubicles and chairs, as well as \$27,000 for a new telephone system. According to Captain Shortall, the existing telephone system provides only individual lines.

Training (\$335,464)

All Paramedics would be required to attend 24 hours of training in SFFD rules and operational procedures. Paramedics who opt to become Fire Rescue/Paramedics would receive additional on-the-job training, at no additional cost. The SFFD plans to conduct three 8-hour training sessions prior to the actual transition, which is currently slated to occur on July 1, 1997. In order for the DPH Paramedic Division to have adequate staff on duty during these training sessions to maintain current response times, Captain Shortall states that it will be necessary to backfill Paramedics in training by scheduling other Paramedics for overtime. The proposed transition budget includes a total of \$174,636 (\$58,212 per training times three training sessions) to cover the cost of such overtime. Captain Shortall states that 180 Paramedics and Paramedic management staff are expected to participate in each training session.

Special training is planned for Paramedic Captains and Preceptors (Paramedics who conduct on-the-job training), for a total of 3,616 hours, at a total cost of \$108,027 to cover the cost of overtime to backfill their positions. Paramedic union representatives would be backfilled at a cost of \$33,000 to provide them with release time to participate in transition planning and negotiations. Another \$15,001 is budgeted for training supplies. Mr. Ward states that the Purchaser has not received specifications for such supplies, and so cannot comment on the accuracy of the cost estimates.

In addition to providing cross training for DPH Paramedics, the SFFD plans to offer Firefighters the opportunity to cross train as Paramedics. Firefighters will obtain such training in phases, during normal working hours, and Captain Shortall states that participants in the cross-training will not be backfilled. Most of the training of Firefighters to become Firefighter/Paramedics will be conducted in house, by the SFFD EMS Academy. The ongoing cost of increased staffing for this Academy are estimated in the section of this report that pertains to

ongoing costs. As part of this proposed supplemental appropriation, the SFFD proposes to work order \$4,800 to the SFGH to cover the start-up costs of establishing a clinical Paramedic training program, which would be coordinated with the training provided by the SFFD EMS Academy.

#### Transition Management (\$72,552)

Two Paramedic Captains have been assigned to work for six months to manage the transition, and their positions would be backfilled, at a total cost of \$57,084. Captain Shortall advises that one of the Captains is managing the cross-training program for Firefighters who cross-train to become Paramedics, and the other Captain is managing administrative aspects of the transition. Captain Shortall advises that these two Captains have both started to work on the transition, and will work for a combined total of 12 months by July 1, 1997. As described below in the section that covers ongoing costs, the SFFD proposed to increase the number of Paramedic Captains, so the backfilled Captain positions are likely to be added as permanent positions in the SFFD FY 1997-98 budget. The costs of all proposed new Captain positions are detailed in a later section of this report.

In addition, the transition budget includes \$15,468 to increase the one-quarter time SFFD Assistant Medical Director to half-time for six months. Ms. Christine Wachsmuth of the SFGH states that the SFFD Assistant Medical Director is employed by the SFGH as a .75 FTE in the SFGH Emergency Room. Ms. Wachsmuth advises that, since January, this position has been backfilled for .25 FTE at the SFGH to allow the SFFD Assistant Medical Director to devote increased time to preparing for the Paramedic transition to the SFFD.

#### **Ongoing Cost Evaluation:**

The DPH EMSA Phase II Report on "Optimizing the Configuration of San Francisco's Emergency Medical Services" states that, for FY 1997-98, the annual budget projection for the proposed configuration plan is essentially "cost neutral." However, in response to questions from the Budget Analyst, the SFFD indicates that the cross-training of both Paramedics and Firefighters is, in fact, expected to result in increased costs for additional fringe benefits for the Paramedics, and wage increases for the Firefighters. In addition, the proposed SFFD FY 1997-98 budget will include new management and administrative positions. In general, the cost of these proposed changes was not



included in the DPH Phase II EMSA Report because the specific changes are subject to labor negotiation (see Comment No. 1). Captain Shortall of the SFFD has, however, provided the Budget Analyst with assumptions regarding wage rates and benefit levels. According to Captain Shortall, these assumptions are based on analysis of comparable classifications in other cities and counties. In addition, the SFFD has provided a tentative schedule for cross-training of Paramedics and Firefighters to become Firefighter/Paramedics, over the next three years.

Based on these assumptions, which are discussed in more detail below, the Budget Analyst estimates the additional annual costs related to transferring the Paramedic Division from the DPH to the SFFD, implementing the proposed new classifications, and authorizing the new positions that are expected to be proposed, are as follows:

**ESTIMATED ADDITIONAL ANNUAL PERSONNEL COSTS,  
INCLUDING TRAINING COSTS, RESULTING FROM THE TRANSFER  
OF THE PARAMEDIC FUNCTION OF DPH TO THE SFFD**

<u>Fiscal Year</u>	<u>Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY 1997-98 with no wage increases in future years)</u>
FY 1997-98	\$423,783
FY 1998-99	734,583
FY 1999-00	882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)	1,045,623

The estimates provided above are (1) sums of the estimates detailed in the following attachments: Attachment 2 (Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions); Attachment 3 (Estimated Additional Annual Costs Related to Proposed Management Personnel); and Attachment 4 (Estimated Additional Annual Costs Related to Proposed Civilian Support Personnel), LESS (2) \$829,345 in estimated cost savings from the elimination of 111 Paramedic positions when Paramedics are promoted to new management positions (see explanation below). In addition, an annual training cost of \$10,000 was included in the estimates contained in the table above. Assumptions used in arriving at these estimates are described below.



**Assumptions for Estimate of Additional Costs Related to  
Creation of Fire Rescue/Paramedic and Paramedic/  
Firefighter Positions**

- The projected Paramedic/Firefighter salary was estimated based on a 13 percent pay differential above the top step Firefighter salary. Captain Shortall states that this represents the average pay raise that has been granted in other cities and counties to Firefighters who become Paramedic/Firefighters. The actual pay raise provided to Firefighters who become Paramedic/Firefighters could be higher or lower, depending upon the outcome of labor negotiations.
- The configuration of personnel used in our estimates is based on a schedule of cross-training provided by the SFFD. Under this schedule, by FY 2000-01, the SFFD would have the following configuration for personnel with paramedic training:

Number of Paramedics who are expected to train to become Paramedic/Firefighters	72
Number of Paramedics who are expected to become Fire Rescue/Paramedics*	68
Number of Paramedics who are expected to remain Paramedics	17
Number of Firefighters who are expected to train to become Paramedic/Firefighters	<u>86</u>
Total Projected Number of SFFD Personnel with Paramedic Training after Full Implementation of Cross-Training	243

- \* This number assumes that 11 Paramedics will be promoted to management positions, and that the vacant Paramedic (or Fire Rescue Paramedic, after the transition) positions will be eliminated. See Comment No. 2.

SFFD and EMSA management advise that the number of personnel who complete cross-training, pass required certification exams and are reclassified could vary from the schedule that they have provided, depending upon the choices made by DPH Paramedics and SFFD Firefighters, as well as on evaluations to be conducted by the SFGH and the SFFD over the next few years.

The Budget Analyst's estimates of the annual personnel cost increase related to reclassifying Paramedics and Fire Rescue/Paramedics and Paramedics/Firefighters, and

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reclassifying Firefighters as Paramedic/Firefighters, based on cross-training schedules provided by the SFFD are (1) \$199,152 in FY 1997-98; (2) \$509,952 in FY 1998-99; (3) \$657,552 in FY 1999-20000 and (4) \$820,992 in FY 2000-01. This data is detailed in Attachment No. 2.

**Estimated Cost Savings from Elimination of 11 Former Paramedic Positions.**

Captain Shortall advises that the SFFD will eliminate at least 11 former Paramedic positions, as Paramedics are expected to be promoted to new management positions (see below). These positions would otherwise be transferred to the SFFD as Fire Rescue/Paramedic positions. The savings that would result if these positions are eliminated is \$829,345 per year. The cost of the new management positions is detailed below and in Attachment No. 3.

**Estimated Additional Cost of Management and Support Staff for FY 1997-98 and Future Years**

The proposed SFFD FY 1997-98 budget will include new management and support positions. As of the writing of this report, the Mayor's Office was reviewing the SFFD budget proposal. The Budget Analyst will evaluate the requested new positions when the Mayor's budget is submitted to the Board of Supervisors. However, in the professional judgment of the Budget Analyst, it is important for the Board of Supervisors to have an estimate of the new costs that would be incurred if the subject legislation (File 30-97-3) is approved. Therefore, the Budget Analyst requested that the SFFD provide assumptions regarding wage rates for all proposed new positions. As stated earlier, actual compensation levels are subject to labor negotiations.

The Budget Analyst estimates the additional annual cost related to implementing the proposed new management and support staffing requested by the SFFD in the SFFD FY 1997-98 budget as \$1,043,976 (\$976,273 in Attachment No. 3 plus \$67,703 in Attachment No. 4). (Note that a related annual savings of \$829,345, based on the elimination of 11 Paramedic positions due to promotion of Paramedics to management positions, is anticipated and has been incorporated into our total cost estimate.) It was assumed that this annual estimate would remain constant for the four year period from Fiscal Years 1997-01. The total annual estimate of \$1,043,976 is the sum of the estimated additional annual costs for proposed Management

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Personnel detailed in Attachment 3 (\$976,273) and Civilian Support Personnel detailed in Attachment 4 (\$67,703).

**Estimated Additional Annual Cost of Workorder Funds to SFGH to Conduct Clinical Paramedic Training Program**

Ms. Christine Wachsmuth of the DPH advises that the SFGH will create a clinical paramedic training program to complement the training provided at the EMS Academy, at an estimated annual cost of \$10,000.

The annual additional costs outlined above reflect all changes that have been detailed by the SFFD to the Budget Analyst. No increased annual costs have been estimated for items such as training supplies, materials and equipment, etc., because the SFFD represents that such costs will not exceed current levels budgeted by the DPH Paramedic Division.

**Summary of Estimated Additional Annual Costs as a Result of the Transfer of the Paramedic Function of DPH to the SFFD**

- The estimated additional annual costs as a result of creating Fire Rescue/Paramedic and Paramedic/Firefighter Positions based on the salaries projected by the SFFD prior to labor negotiations, with no allowance included for wage increases in future years, is as follows:

FY 1997-98	\$199,152*
FY 1998-99	509,952*
FY 1999-00	657,552*
FY 2000-01	820,992*

\*See Attachment No. 2 for details.

- Estimated annual cost savings due to elimination of 11 Paramedic positions because an estimated 11 Paramedics will be promoted to management positions: (\$829,345)
- Estimated Additional Annual Cost of Management and Support Personnel (based on projected salaries, with no allowance for wage increases in future years)

Management Personnel	\$976,273	
Support Personnel	<u>67,703</u>	
		\$1,043,976

- Estimated Additional Annual Cost of Work  
Order to SFGH to Conduct Clinical Paramedic  
Training Program \$10,000

**Estimated total additional annual personnel costs including training costs, resulting from the transfer of the Paramedic function from DPH to the SFFD is as follows:**

<u>Fiscal Year</u>	<u>Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY1997-98 with no wage increases in future years)</u>
FY 1997-98	\$423,783*
FY 1998-99	734,583
FY 1999-00	882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)	1,045,623

\*\$1,043,976 additional for management and support staff; \$10,000 for SFGH clinical training; and \$199,152 for the first phase of raises for Firefighters who cross-train as Paramedic/Firefighters and increased benefits for Paramedics who cross-train as Paramedic/Firefighters, less savings of \$829,345 due to elimination of 11 Paramedics positions related to promotions to management, resulting in total estimated FY 1997-98 additional costs of \$423,783.

**Comments:**

1. The Paramedics in the DPH are currently represented by Service Employees International Union (SEIU) Local 790. Management employees of the DPH Paramedic Division are represented by the Management Executives Association (MEA) Local 798. All uniform employees of the SFFD are represented by Firefighters Union Local 1798. Captain Shortall advises that negotiations are currently underway to determine how Paramedics and management being proposed to be transferred from the DPH to the SFFD would be represented. Captain Shortall states that, until these issues are resolved, the SFFD cannot negotiate the terms of employment, including wages and benefits, for the new classifications of Fire Rescue/Paramedic and Firefighter Paramedic. As stated earlier, the cost estimates contained in this report are based on assumptions provided by the Fire Department. Furthermore, our estimates do not include cost of living increases that could be negotiated for future years.

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2. Captain Shortall states that the SFFD expects to promote at least 11 DPH Paramedics to management positions when the transition is implemented, and to eliminate the approximately 11 vacant Fire Rescue/Paramedic positions that would result from such promotions. Our estimates assume the elimination of 11 Fire Rescue/Paramedic positions, compared to the current roster of Paramedic positions. If these positions are not eliminated, all costs estimates would increase by approximately \$829,345 per year.

3. As described earlier, the current long term plan envisions a major increase in the number of non-management personnel with paramedic training, from 168 to approximately 243, an increase of 45 percent. Ms. Yant states that the cross-training of Firefighters to become Firefighter/Paramedics is partly motivated by the goal of fully integrating the paramedic function into the SFFD, and gaining full acceptance of the Paramedics by the Firefighters. However, Ms. Yant states that the primary reason to cross-train Firefighters is to reduce the ALS response time, by increasing the number of employees trained to provide ALS services.

Ms. Yant advises that adequate studies do not exist which would permit the EMSA to accurately calculate the optimum number of personnel with paramedic training. Because the EMSA report states that the proposed system is modeled on Seattle's (Emergency Medical Services) EMS system, the Budget Analyst contacted Lieutenant Donald Sharp of the Seattle Fire Department Paramedic Unit. Lieutenant Sharp reported that Seattle employs a total of 64 Firefighter/Paramedics, who are the only employees with paramedic training. It should be noted, however, that Seattle relies on private ambulances to transport non-life threatening cases, or approximately 50 percent of the calls requiring ALS response. In contrast, San Francisco relies on private ambulances to transport only approximately 5 percent of such calls. (See Comment No. 6.)

Lieutenant Sharp expressed concern that, if San Francisco eventually employs 236 persons with paramedic training, it will be difficult for individuals to maintain the desired level of skills because there might not be enough paramedic work to expose them, on a regular basis, to the full variety of situations that they need to handle. Ms. Yant states that the EMSA and the SFGH plan to carefully monitor the quality of care provided by all SFFD EMS personnel. (See Comment



No. 4.)

4. Ms. Yant states that the SFGH and the EMSA will periodically evaluate the entire deployment plan and the performance of the new system. The Phase II report shows several configurations for deploying EMS personnel. These configurations are to be tested over the next three years as cross-training proceeds. Each configuration will be evaluated to determine the optimum method of deploying EMS staff in San Francisco.

The Budget Analyst recommends timing such evaluations so that they are completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.

5. The estimate of ongoing annual increased costs assumes that no additional General Fund contribution to the Retirement Fund is required, because Mr. Kieran Murphy of the Employee Retirement System advises that sufficient funds are available in the Retirement Fund to cover the estimated \$1 million annual cost of transferring the existing Paramedics to the Uniform Retirement Plan. However, should the San Francisco electorate approve additional benefits for uniformed retirement system personnel at some time in the future, Mr. Murphy advises that additional General Fund contributions would be required to maintain the solvency of the Retirement Fund. In other words, transferring the Paramedics to the Uniform Retirement Plan creates obligations that can be covered by the Plan now, but could contribute to the need for General Fund contributions to the Plan at some future date if Uniform retirement benefits are increased.

6. Private ambulances currently transport approximately five percent of 911 medical calls. The cost of such private transport is covered by third party payers, based on billing of users by the private ambulance companies. Ms. Yant states that this arrangement is expected to continue. Ms. Yant states that the SFGH has separate agreements with private ambulance companies, not related to the provision of EMS services, to provide non-emergency transport of patients.

7. Attachment No. 5 shows the current organization chart for the Paramedic Division of the DPH. Attachment No. 6 shows the proposed organization chart for the EMS Division of the SFFD.

8. The DPH EMSA Phase II report mentions the possibility that, at some time in the future, the SFFD will initiate charges to the public for first responder services. The DPH currently charges the public for ALS (ambulance) services, but the SFFD does not charge for the first responder services that are provided by Firefighters. Initiation of such a first responder fee would require approval of the Board of Supervisors. No revenue estimates have been provided, but such a first responder fee would partially offset the additional costs outlined above, if such new fees were approved by the Board of Supervisors.

9. The estimated annual cost increases were not available, and therefore were not included in the Three Year Budget Projections recently presented to the Mayor and the Board of Supervisors by the Controller, the Mayor's Office of Management & Budget, and the Budget Analyst.

10. In summary, the proposed resolution (File 30-97-3) would support the transfer of the paramedic function from the DPH to the SFFD, and the creation of a Paramedic Training Academy in the SFFD to cross-train Firefighters to become Firefighter/Paramedics and to cross-train Paramedics to become Firefighter/Paramedics. The proposed ordinance (File 118-97-1) would amend the Health Code to reflect the transfer of the paramedic function from the DPH to the SFFD. The proposed ordinance (File 101-96-50) would provide \$1,653,393 for one-time transition costs related to the transfer of function, including purchase of new vehicles and uniforms, improvements to Fire Stations to accommodate Paramedics, combining of dispatch functions, relocation of administrative and support staff, and other related costs.

The overall transition involves not only the transfer of function, but also other major changes in the way EMS services are delivered. A multi-tiered approach to dispatching would be used to dispatch Advanced Life Support (ALS) units or Basic Life Support (BLS) units, or a variety of combinations, depending upon the nature of the 911 medical call. Cross-training of both Paramedics and Firefighters is planned, resulting in a 45 percent increase in the number of personnel with paramedic training over the next three years of 75 positions, from the current 168

positions to an estimated maximum of 243 positions (not counting management personnel) . The primary objective of the proposed change is to improve the delivery of emergency medical services to the public, primarily by reducing ALS response times.

11. The Budget Analyst estimates that ongoing additional annual personnel and training costs related to implementation of these policies would total approximately \$423,783 in FY 1997-98, and \$1,045,623 by FY 2000-01, when cross-training is expected to be completed. This estimate is based on various assumptions provided by the SFFD, most crucially that SFFD projections of wages and benefits for new classifications will not be significantly changed during collective bargaining. Our estimate of such additional ongoing annual costs conflicts with the DPH Emergency Medical Services Agency Phase II report on the transfer of the paramedic function from the DPH to the Fire Department, which stated that, for FY 1997-98, the annual budget resulting from such a transfer would be "essentially cost neutral."

12. The Budget Analyst will analyze the Department of Public Health and the Fire Department FY 1997-98 budgets in detail when the Mayor submits his recommended FY 1997-98 budget to the Board of Supervisors.

**Recommendations:**

1. Amend the proposed ordinance (File 101-96-50) by reserving \$472,039 for purchase of two ambulances, four utility vehicles, two delivery vans and related mobile radios and outfitting equipment, pending submission to the Finance Committee of actual bid amounts by the Purchaser's Office.

2. Amend the proposed ordinance (File 101-96-50) by reserving \$36,229 in contingency funds to cover unanticipated Dispatch Center Improvement materials costs pending the submission to the Finance Committee of actual cost details showing that the contingency is needed.

3. Approval of the proposed legislation (Files 30-97-3 and 118-97-1, and File 101-96-50 as amended) is a policy decision for the Board of Supervisors.

4. Request that the SFGH and the EMSA time evaluations of the EMS deployment plan to be completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of

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March 26, 1997 Meeting of Finance Committee

Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.



Budget by Category

	QUANTITY	Unit Price	Ext. Price	Tax 8.5%	Total
<b>Uniforms</b>					
New Badges	180	\$49	\$8,775	\$748	\$9,521
Blue Shirts Longsleeve (2 ea.-150 PM's)	300	\$57	\$17,247	\$1,468	\$18,713
Blue Shirts Shortsleeve (1 ea.-150 PM's)	150	\$40	\$5,960	\$507	\$6,468
White Shirts (4 ea/35 Cpt./Chief)	140	\$15	\$2,100	\$179	\$2,279
Trousers (2 ea. for 180)	360	\$51	\$18,270	\$1,553	\$19,823
Lapel Pins (Shirt)	180	\$8	\$1,350	\$115	\$1,465
Lapel Pins (Coat)	180	\$15	\$2,810	\$222	\$2,832
Safety Shoes	180	\$128	\$23,040	\$1,958	\$24,998
Belts	180	\$12	\$2,138	\$182	\$2,320
Buckles	180	\$19	\$3,330	\$283	\$3,613
				<b>SUBTOTAL&gt;</b>	<b>\$92,030</b>
<b>Ambulance &amp; EMS Vehicles</b>					
Ambulances	2	\$130,000	\$260,000	Included	\$260,000
Blazers (PM field supervisors)	4	\$30,500	\$122,000	Included	\$122,000
Outfitting with lights, etc.	8	\$2,450	\$14,700	Included	\$14,700
Large Delivery Van (delivery of supplies to stations)	2	\$28,000	\$56,000	Included	\$56,000
Mobile Radios & portables					\$52,200
Painting of Ambulance fleet	16	\$1,400	\$22,400	Included	\$22,400
AVL for new ambulances	2	\$8,882	\$13,764	Included	\$13,764
				<b>SUBTOTAL&gt;</b>	<b>\$541,064</b>
<b>Fire Station Improvements</b>					
Twin beds (6 per station)	96	\$110	\$10,560	\$888	\$11,458
Lockers (12 per station)	192	\$152	\$29,184	\$2,481	\$31,665
Cabinets for Medical Supplies (5 each ALS station)	40	\$400	\$16,000	\$1,360	\$17,360
Medical Supplies (each ALS station)	16	\$388	\$6,208		\$6,208
Medical Equipment (each ALS station)	16	\$5,062	\$80,988		\$80,988
				<b>SUBTOTAL&gt;</b>	<b>\$147,678</b>
<b>Dispatch Center Improvements</b>					
Project Management	O81EL				\$14,400
Move FD CAD to C-MED	O81EL				\$21,158
Site Prep	O81EL				\$16,085
Contingency @ 15% (excluding * costs)	O81EL				\$36,229
Upgrade CAD	O81EL				\$20,000
CAD Terminals	O81EL				\$1,600
Computer consoles	O81EL				\$66,079
FD Status board	O81EL				\$20,000
Upgrade 911 phones	O81ET				\$6,241
				<b>SUBTOTAL&gt;</b>	<b>\$201,792</b>



Budget by Category

Computer Network	25	\$156,710	Included	\$156,710
Office Improvement/Furniture	25	\$79,103		\$79,103
New phone system		\$27,000	Included	\$27,000
			<b>SUBTOTAL&gt;</b>	<b>\$262,813</b>
<b>Training</b>				
Overtime for March DPH training (180x8=1440hrs)	1440	\$40	N/A	\$58,212
Overtime for April DPH training	1440	\$40	N/A	\$58,212
Overtime for May DPH training	1440	\$40	N/A	\$58,212
Training for Captains and Preceptors (salary)	2700	\$40	N/A	\$108,027
Release time for planning				\$33,000
PM Training Clinical program startup costs		\$4,800	N/A	\$4,800
Training Supplies			Included	\$15,001
			<b>SUBTOTAL&gt;</b>	<b>\$335,464</b>
<b>Transition Management</b>				
(2) P/M Captains - Transition Team (6 mo.)	2	\$28,542	N/A	\$57,084
Medical Director .25 (8-Months)	1	\$15,468	N/A	\$15,468
			<b>SUBTOTAL&gt;</b>	<b>\$72,552</b>
			<b>TOTAL&gt;</b>	<b>\$1,653,393</b>

Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions**Monthly payroll cost increase**

FF to FF/PM	\$680
PM to PM/FF	\$138
PM to Fire Rescue Paramedic	\$6
PM to Fire Dept. PM	\$0

	<u># Medics</u>	<u># Months</u>	<u>Monthly Payroll Cost Increase</u>	<u>Total</u>
<b>FY 97-98</b>				
FF/PM	10	12	\$680	\$81,600
FF/PM	24	7	\$680	114,240
PM/FF	24	1	\$138	3,312
<b>Total</b>	<u>58</u>			<u>\$199,152</u>
<b>FY 98-99</b>				
FF/PM	34	12	\$680	\$277,440
PM/FF	24	12	\$138	39,744
FF/PM	24	10	\$680	163,200
PM/FF	24	4	\$138	13,248
FF/PM	24	1	\$680	16,320
<b>Total</b>	<u>130</u>			<u>\$509,952</u>
<b>FY 99-00</b>				
FF/PM	82	12	\$680	\$669,120
PM/FF	48	12	\$138	79,488
PM/FF	24	7	\$138	23,184
FF/PM	24	3	\$680	48,960
Less FF/PM attrition	(20)	12	(\$680)	(163,200)
<b>Total</b>	<u>158</u>			<u>\$657,552</u>
<b>FY 00-01</b>				
FF/PM	86	12	\$680	\$701,760
PM/FF	72	12	\$138	119,232
<b>Total</b>	<u>158</u>			<u>\$820,992</u>

This spreadsheet pertains specifically to the additional costs that will be incurred as Firefighters and Paramedics are cross-trained and reclassified as Paramedic/Firefighters.

## Estimated Additional Annual Costs Related to Proposed Management Personnel

Current EMS Management Personnel - DPH

Classification	FTE	Description	Bi-weekly	Annual	Total
2535	1	Chief Paramedic	\$3,080	\$80,388	\$80,388
2531	1	Deputy Chief	\$2,793	\$72,897	\$72,897
2529	1	Assistant Chief	\$2,607	\$68,043	\$68,043
H-20 (Fire Dept.)	1	Fire EMS Coordinator	\$2,343	\$61,152	\$61,152
2534	17	Paramedic Supervisor	\$2,647	\$69,087	\$1,174,474
2530	1	Senior Medical Steward	\$2,401	\$62,666	\$62,666
Total	22				\$1,519,620

Proposed EMS Uniformed Management Personnel - Fire Dept.

Classification	FTE	Description	Bi-weekly	Annual	Total
new	1	EMS Chief			\$95,498
new	5	EMS Section Chief			\$413,140
H-20	1	Lieutenant (BOE)			\$60,239
new	23	Paramedic Captain			\$1,582,906
new	4	Fire-Paramedic Captain (Communication)			\$275,288
new	1	Fire-Paramedic Captain (BOE)			\$68,822
Total	35				\$2,495,893
Overall Cost Increase					\$976,273

## Estimated Annual Additional Costs Related to Proposed Civilian Support Personnel

Current Civilian Personnel		Bi-weekly	Annual	Total
Classification	FTE Description			
2818	1 Health Program Planner	\$2,145	\$55,985	\$55,985
1450	1 Executive Secretary	\$1,714	\$44,735	\$44,735
1426	4 Senior Clerk Typist	\$1,421	\$37,088	\$148,352
1424 (FD)	1 Fire Dept. Clerk Typist	\$1,298	\$33,878	\$33,878
1811	1 MIS Specialist I	\$1,634	\$42,647	\$42,647
2112	1 Medical Records Technician	\$1,658	\$43,274	\$43,274
2110	1 Medical Records Clerk	\$1,470	\$38,367	\$38,367
1932	8 Assistant Storekeeper	\$1,273	\$33,225	\$265,802
2736	1 Porter	\$1,304	\$34,034	\$34,034
Total	19			<b>\$707,075</b>

Proposed Civilian Personnel		Bi-weekly	Annual	Total
Classification	FTE Description			
1450	1 Executive Secretary	\$1,714	\$44,735	\$44,735
1426	3 Senior Clerk Typist	\$1,421	\$37,088	\$111,264
1424	1 Clerk Typist	\$1,298	\$33,878	\$33,878
1811	1 MIS Specialist I	\$1,634	\$42,647	\$42,647
1819	1 MIS Specialist III	\$2,412	\$62,953	\$62,953
2112	1 Medical Records Technician	\$1,658	\$43,274	\$43,274
2110	1 Medical Records Clerk	\$1,470	\$38,367	\$38,367
1932	5 Assistant Storekeeper	\$1,273	\$33,225	\$166,127
1,220	1 Payroll Clerk	\$1,603	\$41,838	\$41,838
Total	15			<b>\$585,084</b>

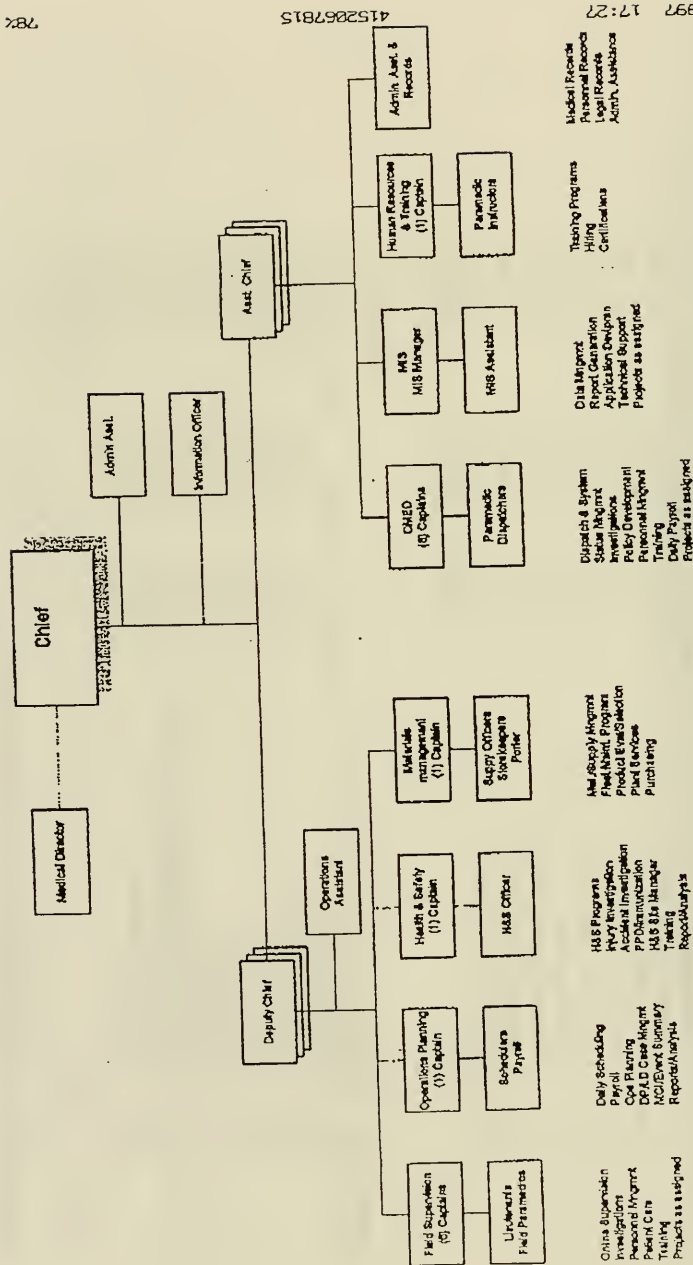
## Proposed Civilian Personnel to be Reassigned and Remain at DPH

Classification	FTE Description	Bi-weekly	Annual	Total
2818	1 Health Program Planner	\$2,145	\$55,985	\$55,985
1932	3 Assistant Storekeeper	\$1,273	\$33,225	\$99,676
2736	1 Porter	\$1,304	\$34,034	\$34,034
Total	5			<b>\$189,695</b>
Overall Cost Increase				<b>\$67,703</b>

# DEPARTMENT OF PUBLIC HEALTH

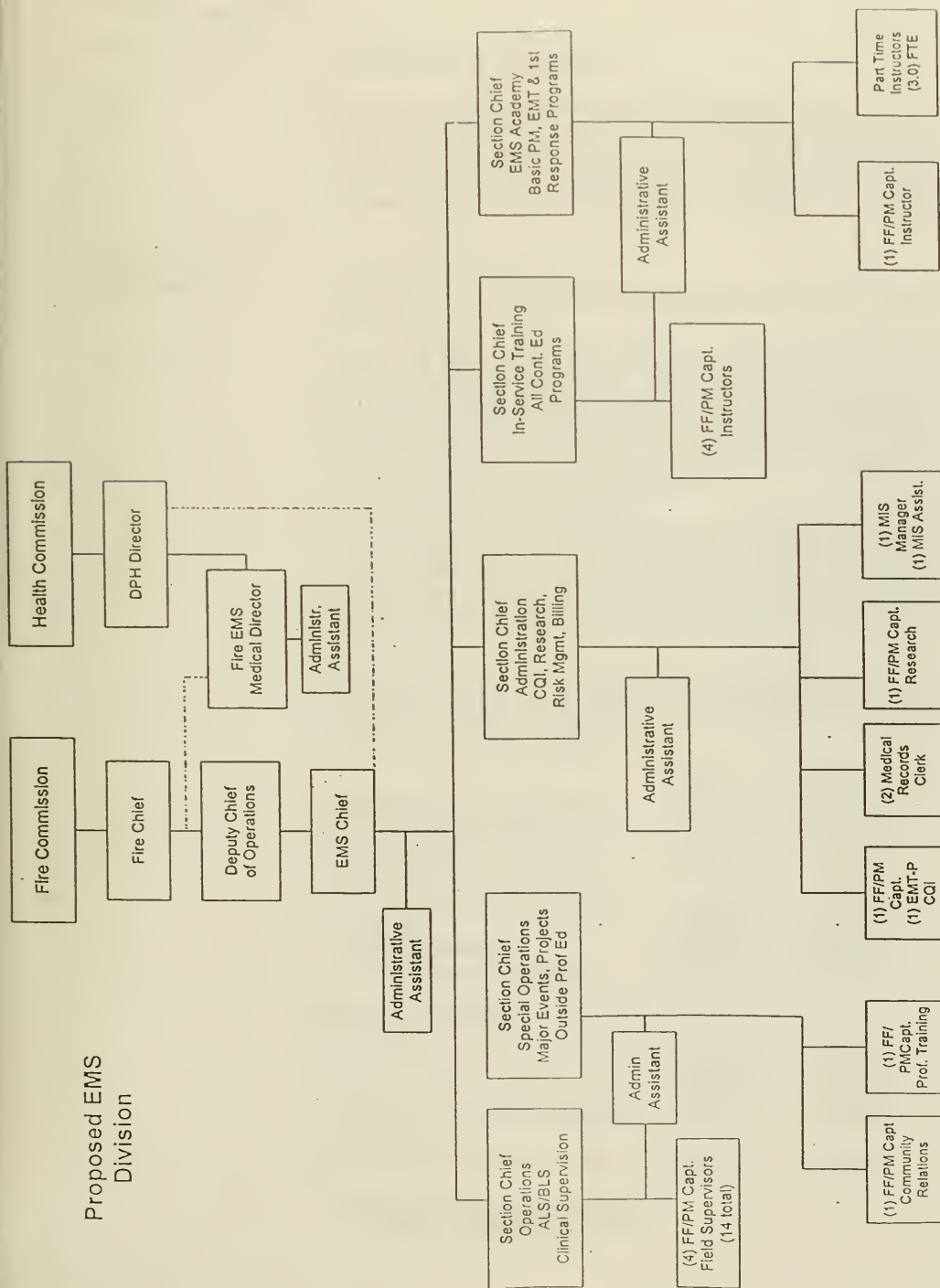
## Paramedic Division

### Organizational Chart





# Proposed EMS Division





Item 4 - File 25-97-1

**Department:** Department of Public Health

**Item:** Resolution concurring with the Controller's certification that the laundry services can continue to be performed for the Department of Public Health, at San Francisco General Hospital, by private contractor for a lower cost than similar work performed by City and County employees.

**Services to be Performed:** Laundry Processing Services at San Francisco General Hospital

**Description:** Charter Section 10.104 provides that the City may contract with private firms for services which had been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

According to Mr. Dwight Starr of San Francisco General Hospital (SFGH), laundry services at SFGH have been contracted out since July 1, 1994, and have been performed by West Coast Valet, a certified MBE firm. Prior to 1994, laundry services at SFGH were provided on an in-house Civil Service basis.

The Controller has determined that contracting for laundry processing services at SFGH in FY 1996-97 will result in estimated savings as follows:

	<b>Low Estimate</b>	<b>High Estimate</b>
<b><u>Projected Personnel Costs</u></b>		
Senior Laundry Worker (1.0 FTE Classification 2770)	\$28,010	\$33,069
Laundry Worker (8.0 FTE Classification 2760)	214,662	253,483
Holiday Pay	<u>10,228</u>	<u>12,077</u>
<b>Total Salaries</b>	\$252,899	\$298,629
<b>Total Fringe Benefits</b>	80,241	87,855
<b><u>Operating Expenses</u></b>		
Chemicals	18,900	18,900
Utilities	52,500	52,500
Equipment Maintenance	<u>21,000</u>	<u>21,000</u>
<b>Total Operating Expenses</b>	92,400	92,400
Capital Costs (amortized over 7 years @ 7%)	<u>255,972</u>	<u>255,972</u>

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

	<b>Low Estimate</b>	<b>High Estimate</b>
<b>Estimated Total City Cost</b>	\$681,512	\$734,856
<b>Estimated Total Contract Cost</b>	<u>\$596,180</u>	<u>\$596,180</u>
<b>Estimated Savings to the City</b>	\$85,332	\$138,676

**Comments:**

1. According to Mr. Starr, the original contract with West Coast Valet includes an extension option to provide laundry services to SFGH for FY 1996-97, if the Controller certifies, and the Board of Supervisors concurs, that such services can be performed by the contractor at a lower cost than similar services performed by City employees. According to Mr. Starr, laundry services will be put out for bid for FY 1997-98.
2. The prior one-year contract with West Coast Valet to perform laundry services expired on June 30, 1996. Approval of the proposed resolution is required before the expired contract with West Coast Valet can be renewed for FY 1996-97. As such the proposed resolution should be amended to retroactively concur with the Controller's certification, according to Mr. Ted Lakey of the City Attorney's Office.
3. Mr. Starr reports that submission of the proposed resolution was delayed until March 1997 due to a change in the DPH's personnel.
4. According to Mr. Starr, in addition to re-bidding laundry services for FY 1997-98, the Department of Public Health (DPH) will also evaluate the option of purchasing laundry equipment for SFGH, and performing the services on an in-house Civil Service basis.
5. According to Mr. Starr, West Coast Valet provides health care coverage to its employees, but not to the spouses or family members of its employees. Therefore, Mr. Starr reports that West Coast Valet does not extend health care coverage to the domestic partners of its employees.
6. The Controller's supplemental questionnaire with the DPH's responses, including the MBE/WBE status of the contractor, is attached. The contractor, West Coast Valet, is an MBE firm.

- Recommendations:**
1. In accordance with Comment No. 2 above, amend the proposed resolution to retroactively concur with the Controller's certification.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 26, 1997

2. Approval of the proposed resolution as amended is a policy matter for the Board of Supervisors.



CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE:

**Department:** Department of Public Health, San Francisco General Hospital

**Contract Services:** Laundry Services

**For the term starting approximately:** July 1, 1996 through June 30, 1997

**Who performed services prior to contracting out?** Civil Service employees. The level of staffing at SFGH was reduced to 12 employees as a result of contracting out in July 1994. Since one (1) 2780 Laundry Supervisor has resigned from his position at SFGH the number was reduced to 11 employees as the new level of staffing at SFGH. Originally, the laundry services were performed by 34 Civil Service employees: 1 FTE 2786 General Services Manager; 2 FTE 2780 Laundry Supervisor; 1 FTE 2772 Sewing Technician; 11 FTE 2770 Sr. Laundry Workers ; and, 19 FTE 2760 Laundry Workers. (However, one 2760 Laundry Worker retired and was never replaced and one 2780 Laundry Supervisor resigned from his position at SFGH).

The revised level of staffing to be used to reflect efficiencies in the laundry operations if new equipment is installed (the old equipment was sold and removed from the premises) would be 21 employees. These are: 1 FTE 2786 General Services Manager; 1 FTE 1426 Clerk Typist; 1 FTE 2772 Sewing Technician; 7 FTE 2770 Sr. Laundry Workers; and, 11 FTE 2760 Laundry Workers.

**Number of City employees laid off as a result of contracting out?** A total of 19 laundry workers were laid off from laundry worker positions and placed in #9910 positions within the Department of Public Health (2-2770 Sr. Laundry Workers and 17-2760 Laundry Workers). However, no one was separated from City & County service.

**Explain disposition of employees if they were not laid off.** The following 11 classifications remained at SFGH to manage the linen distribution system: 1 FTE 2786 General Service Manager; 1 FTE 2772 Sewing Technician; 6 FTE 2770 Sr. Laundry workers; and, 3 FTE 2760 Laundry Workers. These work assignments were not affected by the proposed Prop J contract. The other 23 employees were either reassigned to Laguna Honda Hospital, placed in 9910 positions within the DPH, resigned, retired or took a voluntary leave to accept another position.

19 employees were assigned to duties in 9910 positions as follows: #2760: 1 assigned to SFGH Housekeeping as porter, 1 assigned to Asst. Storekeeper duties in SFGH Pharmacy, 1 assigned to clerical duties in the Mental Health Rehab Facility, 1 assigned to Buildings & Grounds as a porter, 1 assigned to Human Resources as a personnel clerk (resigned effective COB 7/8/94 to accept a position in the US Postal Service, 4 assigned to train as security guards in Institutional Police Department, 1 assigned to AIDS office, 4 assigned to LHH laundry, and 1 assigned to LHH Housekeeping. Of the 2770 classification: 1 assigned to SFGH Messengers and 1 assigned to LHH Laundry.

In addition, 3 employees voluntarily took a leave to accept 9910 positions; 1- 2770 Sr. Laundry Worker and 1- 2760 Laundry Worker are being trained in SFGH Security; 1- 2760 Laundry Worker is being trained in SFGH Radiology Department performing clerical duties.

**What percent of a City employee's time is spent on services to be contracted out?**

Approximately 2% or less of an Assistant Hospital Administrators (classification 2143) time would be spent on administering this contract.

**How long have the services been contracted out?** 2 years (since July 1, 1994).

**How will contract services meet the goals of your MBE/WBE Action Plan?** The contractor is a certified MBE/WBE provider.

H. Dwight Starr, Director  
DPH Materials Management  
Department Representative

206-5088  
Telephone

3.5.4

Item 5 - File 47-97-1

**Note:** This item was recommended to the Board of Supervisors by the Economic Development, Transportation and Technology Committee at its meeting of March 18, 1997.

**Department:** Department of Real Estate  
Municipal Railway (MUNI)

**Item:** Resolution authorizing a license agreement for parking at the Community Assembly of God Church, 355 Ocean Avenue, for the Municipal Railway.

**Description:** The Department of Real Estate is proposing to enter into a licensing agreement with the Community Assembly of God Church for the use of 65 parking spaces by MUNI-owned vehicles and privately-owned vehicles of MUNI employees. According to Mr. Tony Tufo of MUNI, MUNI is requesting the license agreement because the space in the MUNI maintenance yard, which was formerly used for parking, is now needed to store the new fleet of light rail vehicles (LRVs) which MUNI recently acquired, according to Mr. Robert Haslam of the Real Estate Department.

The license agreement will commence upon the date that the proposed authorization legislation becomes effective. The terms of the agreement will expire at the end of 12 months with the option to extend the term for an additional 12 months. The monthly rent will be \$1,625, or \$25 per parking space, for a total estimated cost of \$19,500 for one year.

**Comments:** 1. According to Mr. Tufo, the MUNI maintenance yard at the Green Division contained 85 parking spaces for City-owned and privately-owned vehicles prior to the delivery of the new fleet of light rail vehicles, or 20 more parking spaces than the current request for 65 parking spaces at the Community Assembly of God Church. Mr. Tufo states that delivery of the new fleet of 77 LRVs began in December 1996 at a rate of about four to six LRVs per month. The delivery of the entire fleet of new LRVs will take approximately two years to complete. While the new LRVs are meant to replace the old LRVs, there is an overlap period of about 60-75 days in which both old and new vehicles would occupy the maintenance yard, thus displacing City-owned and employee-owned vehicles. According to Mr. Tufo, this overlap period is a result of the time needed to strip and auction the old vehicles and parts to scrap.

BOARD OF SUPERVISORS

BUDGET ANALYST

2. According to Mr. Tufo, since the delivery of the new fleet of light rail vehicles commenced in December 1996, employees have been using the remaining spaces available in the MUNI maintenance yard as well as street parking. He states that the parking spaces at the Community Assembly of God Church, which is located across from the MUNI maintenance yard, would provide MUNI employees with convenient access to parking. He also states that while the 65 parking spaces at the Community Assembly of God Church will not make up for all of the displaced vehicles, approximately 10 parking spaces would remain on the maintenance yard primarily for parking City-owned vehicles.

3. According to Mr. Tufo, MUNI's employee parking policy is based on a first-come, first-serve basis based on availability of space. He states that the same first-come, first-serve parking policy will continue at the Community Assembly of God Church site. He estimates that prior to the delivery of the new fleet of LRVs, City-owned vehicles made up 25% and privately-owned vehicles made up 75% of the vehicles parking at the MUNI maintenance yard. City-owned vehicles include maintenance and equipment vehicles as well as staff vehicles. Mr. Tufo expects that the same proportion of City-owned and privately-owned vehicles would use the parking spaces at the Community Assembly of God Church site.

4. According to Mr. Haslam, the \$25 per vehicle per month is below market value. He states that the reason for the lower price per vehicle per month is because MUNI's access to the parking spaces will be limited to business hours, between the hours of 5:00 a.m. and 6:00 p.m. on Mondays through Fridays of each week, as outlined in the license agreement.

5. Ms. Robin Reitzes of the City Attorneys Office has approved the license agreement as to form. She also states that the hold harmless provision of the proposed resolution is standard for the license agreement.

6. According to Ms. Elaine Cartwright of the MUNI Capital Projects, funding for the license agreement will be provided through Light Rail Vehicle Procurement Project funds which is made up of 60% Federal funding, 20% State funding, and 20% local funding. The local funding will be made up of funds

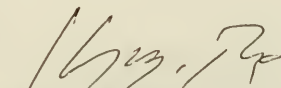
**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

Memo to Finance Committee  
March 26, 1997 Finance Committee Meeting

collected from Transit Authority Sales Tax.<sup>1</sup> Ms. Susan Andrus of the Controller's Office has certified the availability of such funds in MUNI's FY 1996-1997 budget.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

  
Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

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<sup>1</sup> The voters of San Francisco passed Measure B in 1989, which established a half cent Sales Tax for transportation in the City and County of San Francisco. Measure B funds are administered by the Transportation Authority and will expire after FY 2009-10.

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**





# CALENDAR

## Finance Committee Board of Supervisors City and County of San Francisco

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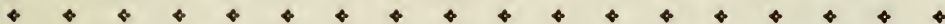
### REGULAR MEETING

WEDNESDAY, APRIL 2, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosemary Little-Horanzky



### Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

- ◆ For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- ◆ For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, APRIL 2, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1. File 165-97-1. [Schedule of Management Audits for 1997] Motion adopting a proposed schedule of audits to be conducted of programs of City and County departments. (Supervisor Kaufman)

ACTION:

2. File 165-97-3. [Management Audit, San Francisco Zoo] Motion directing the Board of Supervisors' Budget Analyst to conduct a priority fiscal and management audit of the San Francisco Zoo. (Supervisors Ammiano, Yee, Leal, Katz, Newsom, Teng)

ACTION:

3. File 101-96-51. [Appropriation, Commission on Aging] Ordinance appropriating \$15,500, Commission on Aging, of Senior Citizen's Program Fund Revenue to salaries and fringe benefits for the creation of one (1) position for fiscal year 1996-97; companion measure to File 102-96-12. RO #96246. (Controller) (COMPANION TO THE FOLLOWING FILE.)

ACTION:

4. File 102-96-12. [Salary Ordinance Amendment, Commission on Aging] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97), reflecting the creation of one (1) position (Class 9722 Specialist in Aging II), at the Commission on Aging; companion measure to File 101-96-51. (Department of Human Resources) (COMPANION TO THE PRECEDING FILE.)

ACTION:

5. File 101-96-50. [Appropriation, Fire Department] Substitute ordinance appropriating \$1,653,393, Fire Department, from the General Fund Reserve for salaries, materials and supplies, equipment purchase and services of other departments to fund the cost of transferring the Paramedic Division from Public Health to the Fire Department for fiscal year 1996-97. RO #96228. (Supervisor Kaufman) (COMPANION TO THE FOLLOWING FILES.)  
(Continued from 3/26/97.)

ACTION:

6. File 30-97-3. [Paramedic Function Transfer] Resolution supporting a transfer of paramedic function from the Health Department to the Fire Department. (Supervisor Kaufman) (COMPANION TO THE PRECEDING AND FOLLOWING FILES.)  
(Continued from 3/26/97.)

ACTION:

7. File 118-97-1. [Emergency Medical Services] Ordinance amending Health Code by repealing Section 112 which authorizes the Department of Public Health to provide emergency medical services and by adding a new Section 112 relating to the provision of emergency medical services by the Fire Department with Health Commission approval. (Supervisor Kaufman) (COMPANION MEASURE TO THE PRECEDING FILES.)  
(Continued from 3/26/97.)

ACTION:

8. File 64-97-5. [Lease Amendment, Treasure Island] Resolution approving and authorizing an amendment to a lease and license with the United States Navy regarding the use of Hangars 2, 3 and 180 and Building III on Naval Station Treasure Island, extending the terms thereof until September 30, 1997. (Also see Files 64-96-16, 64-96-16.1) (Mayor)

ACTION:

9. File 65-97-3. [Sublease Agreement, ATL Productions, Inc.] Resolution approving and authorizing an agreement by and between the City and County of San Francisco and ATL Productions, Inc. for the sublease of Buildings 3 and 180 on Naval Station Treasure Island. (Mayor)

ACTION:

10. File 27-97-4. [BART/Airport Agreement] Resolution authorizing the Airport Commission to deduct from the annual service payment to City BART charges owing to Airport. (Mayor)

ACTION:

#### LEGISLATION UNDER THE 30 DAY RULE

Rule 5.40 provides that when an ordinance or resolution is introduced which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. Now pending:

**File No. 97-97-15, Ordinance, Fiscal Impact Legislation, (Kaufman), 30 day Rule expires 4/24/97.**

Watch future calendars for scheduling of this matter.

FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

HEARING NOTICE

90.25  
7  
12/97  
CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

March 28, 1997

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TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

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SUBJECT: April 2, 1997 Finance Committee Meeting

Item 1 - File 165-97-1

**Item:** The proposed motion would adopt a schedule of performance or management audits to be conducted of programs of City Departments by the Controller and Budget Analyst.

**Description:** Rule 6.17 of the Rules of Order of the Board of Supervisors states that it is the policy of the Board of Supervisors that each program of the City and County and the Redevelopment Agency be the subject of a performance or management audit at least once every eight years. Rule 6.17 further states that it shall be the function of these audits to ensure that City departments and the Redevelopment Agency make prudent and efficient use of City resources and that the departments and Redevelopment Agency effectively perform the functions assigned to them by the charter and applicable laws.

Rule 6.18 of the Rules of Order of the Board of Supervisors states that the Budget Analyst and the Controller shall submit a proposed schedule to the Board of Supervisors no later than January 15th of each year. Priorities to be used in developing the proposed schedule shall include programs that have never undergone a management audit, programs that have gone the longest period of time since their last management audit, and such other criteria as may be approved by the Board of Supervisors.



On January 13, 1997, the Board of Supervisors Budget Analyst submitted the following audit schedule for calendar year 1997:

- Audit of Chief Medical Examiner/Coroner  
(Supervisor Ammiano)
- Police Department Audit, Phase 2  
(President Kaufman)
- Department of Parking and Traffic  
(Supervisor Kennedy)

The Controller submitted an audit schedule for calendar year 1997 that included the following audits:

- Public Library (in cooperation with the Mayor's Office)
- Juvenile Probation (at the request of the Juvenile Probation Commission)
- District Attorney (at the request of the District Attorney)
- Sheriff

This proposed motion would request that the Controller include in his schedule of audits the Public Library, Juvenile Probation, Office of the District Attorney and the Office of the Sheriff. The proposed motion would also request that the Budget Analyst include in his schedule of audits the Medical Examiner/Coroner, the Police Department (Phase 2), the Department of Parking and Traffic, the Recreation and Park Department, the Planning Department, the Fire Department, the newly combined office of the Assessor and the Recorder (after it has been in operation one year) and the Trial Courts (after they have been in their new building for one year).

**Comments:**

1. The Controller's audit schedule submitted to the Board of Supervisors stated that the audits identified above, as requested in the proposed motion would be conducted during calendar year 1997.
2. The Budget Analyst's audit schedule submitted to the Board of Supervisors stated that the Medical Examiner/Coroner management audit and the Police Department - Phase 2 management audit could be completed during calendar year 1997 and that the management audit of the Department of Parking and Traffic would begin in

Memo to Finance Committee  
April 2, 1997

calendar year 1997 but not be completed until late 1997 or 1998. Additional audits as requested by the Board of Supervisors would therefore not be undertaken until at least calendar year 1998.

**Recommendation:** Approval of the proposed motion is a policy matter for the Board of Supervisors.



Item 2 - File 165-97-3

1. The proposed motion would direct the Budget Analyst to conduct a management audit of the San Francisco Zoo on a priority basis.

2. The Budget Analyst is currently conducting management audits of the Medical Examiner/Coroner's Office and the San Francisco Police Department (SFPD). The Medical Examiner/Coroner's Office management audit is anticipated to be completed in April, 1997. The first phase of the SFPD management audit was completed in December, 1996 and the second, and final phase of the SFPD management audit is anticipated to be completed by the Fall of 1997.

3. Item 1, File 165-97-1, is a motion that would establish the following schedule for management audits to be conducted by the Budget Analyst:

- Medical Examiner/Coroner;
- Police Department (Phase 2);
- Department of Parking and Traffic;
- Recreation and Park Department;
- Planning Department;
- Fire Department;
- the newly combined office of the Assessor and the Recorder (after it has been in operation one year); and,
- Trial Courts (after they have been in their new building for one year).

4. If this proposed motion to conduct a management audit of the San Francisco Zoo is approved as a priority assignment, the project would commence on completion of the SFPD audit, prior to the management audit of the Department of Parking and Traffic. It is anticipated that the management audit of the San Francisco Zoo could commence during the Fall of 1997.

5. The Budget Analyst estimates that a management audit of the San Francisco Zoo would require 1,290 hours of staff time. At our current hourly rate of \$74.81, the cost of such an audit would equal \$96,505. However, since the management audit would be conducted under our existing contract with the Board of Supervisors, this audit would be conducted with existing Budget Analyst resources and would not be an additional cost to the City.

Memo to Finance Committee  
April 2, 1997 Finance Committee Meeting

**Recommendation**

Approval of the proposed motion is a policy matter for the Board of Supervisors.



Items 3 and 4 - Files 101-96-51 and 102-96-12

**Department:** Commission on the Aging (COA)

**Item:** **File 101-96-51-** Supplemental appropriation ordinance appropriating \$15,500 to fund salary and fringe benefits for the creation of one new position at the Commission on the Aging (COA).

**File 102-96-12** - Ordinance amending the FY 1996-97 Annual Salary Ordinance to create one new position, Classification 9722, Specialist in Aging II, for the Commission on the Aging (COA).

**Amount:** \$15,500

**Source of Funds:** Senior Citizens Program Fund, of which a portion is the Federal Older Americans Act Fund, currently budgeted for contractual services in the COA's FY 1996-97 budget (see Comment No. 5).

**Description:** The proposed supplemental appropriation ordinance (File 101-96-51) would appropriate \$15,500 in Federal Older Americans Act funds, in order to fund one new Specialist in Aging II position for the Commission on Aging. As proposed, the requested \$15,500 would be expended for the 3.5 month period (seven pay periods) between March 15, 1997 and June 30, 1997 as follows:

Permanent Salaries	\$12,810
Fringe Benefits	<u>2,690</u>
	\$15,500

In addition, the proposed ordinance (File 102-96-12) would amend the FY 1996-97 Annual Salary Ordinance to add one new position, Classification No. 9722, Specialist in Aging II, as follows:

<u>No. of</u> <u>Positions</u>	<u>Class.</u> <u>No.</u>	<u>Title</u>	<u>Biweekly</u> <u>Salary</u>	<u>Annual Salary</u>	
				<u>First</u> <u>Step</u>	<u>Maximum</u> <u>Step</u>
1	9722	Specialist in Aging II	\$1,782 - \$2,166	\$46,150	\$56,533

As noted above, the cost of the proposed new position at the maximum step is \$56,533.

The California Department of Aging (CDA) has been responsible for administering the following senior citizens programs located in San Francisco: Alzheimer's Day Care -

Resource Center, Brown Bag Program, Foster Grandparent Program, Health Insurance Counseling and Education Program, Linkages Program, Respite Program, and Senior Companion Program. The CDA's funding comes from a variety of sources including Federal entitlements provided by the Older Americans Act and the State's General Fund.

However, last year the Governor signed AB 2800, the Revised Older Californians Act/Mello-Grandlund Act, an amendment to the Older Californians Act. AB 2800 transfers the administration of the above-mentioned State-funded programs from the CDA to the Commission on the Aging (COA) effective July 1, 1997. According to Mr. David Ishida, Executive Director of COA, the State believes that these State-funded programs and services for senior citizens would be better administered by local governments.

The COA's FY 1996-97 budget includes \$81,401 in Federal Older Americans Act funds which are currently earmarked for contractual services. The proposed supplemental appropriation ordinance would reappropriate \$15,500 of this \$81,401 in Federal Older Americans Act funds from contractual services to permanent salaries and fringe benefits (see Comment No. 4). This \$15,500 would allow the COA to add one new position, which would assume responsibility for the administration of the above-cited senior citizen programs currently administered by the State. This new position would be added prior to the July 1, 1997 effective date when the State transfers the administration functions to the City in order to allow the COA to train this individual in administering senior citizen programs prior to formally assuming this responsibility on July 1, 1997. According to Mr. Ishida, the State is requiring that COA staff be trained in administering the subject senior citizen programs prior to the start of the new fiscal year.

The proposed supplemental appropriation of \$15,500 would pay for the salary and fringe benefits of one new Specialist in Aging II position to serve as a Program Analyst for the COA. Specifically, this position would be responsible for monitoring and supporting the previously mentioned State-administered senior citizen programs. According to Mr. Ishida, the Specialist in Aging II position would have the following responsibilities:

- a. Provide technical assistance to previously listed service programs;
- b. Analyze budgets, fiscal and program reports;
- c. Recommend contracts, budget and program revisions;

- d. Maintain records and compose analytical reports; and
- e. Assist in the development of the annual California Department of Aging Area Plan.

The COA intends to fill this position by May 1, 1997 (see Comment No. 1).

According to Mr. Ishida, on-going State funding will be available to fund the proposed new position on a permanent basis effective July 1, 1997. The COA's budget request for FY 1997-98 includes \$643,873 in State AB 2800 funds to fund the operations and administration of the seven senior citizen programs. Of this amount, \$64,387, or 10 percent, has been earmarked for administration, including the proposed new Specialist in Aging II position.

Additionally, according to Mr. Ishida, the Revised Older Californians Act does not have a specified end date, or "sunset clause". Thus, the Revised Older Californians Act will stand unless it is further amended by the State. Consequently, the COA has requested that the position be classified as "permanent" rather than "limited tenure" because the COA anticipates that State funding for this position will be continued in FY 1997-98 and thereafter (see Attachment).

**Comments:**

1. The request in the amount of \$15,500 is based upon a salary of \$1,830 per pay period plus fringe benefits (21 percent of salary) to fund this position through the end of FY 1996-97 (seven pay periods). However, Mr. Ishida indicates that the position will not be filled until May 1, 1997. Additionally, this position would be filled by a newly hired employee, and should be paid at the first step rate of \$1,782 per pay period. Therefore, the proposed ordinance should be amended to reduce the amount allocated for salary and fringe benefits to reflect only four pay periods (from May 1, 1997 through June 30, 1997), and to fund the proposed position at the first step, as shown in the table below:

	Amount Requested (7 pay periods <u>@ \$1,830/pp</u> )	Budget Analyst's Recommended Amount (4 pay periods <u>@ \$1,782/pp</u> )	Budget Analyst's Recommended <u>Reduction</u>
Permanent Salary	\$12,810	\$7,128	\$5,682
Fringe Benefits (21%)	<u>2,690</u> \$15,500	<u>1,497</u> \$8,625	<u>1,193</u> \$6,875

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2. The COA has provided and the Budget Analyst has reviewed documentation from the State which shows that the State Commission on Aging will fund the proposed new position for FY 1997-98.

3. The Budget Analyst is recommending approval of the proposed new position in order to allow the COA to assume a new function currently performed by the State. However, the Budget Analyst recommends that the proposed ordinance (File 102-96-12) be amended to reflect the addition of one new limited tenure position rather than a permanent position, the approval of which would be contingent upon the continuation of State funding for this position after FY 1997-98.

4. According to Mr. Ishida, reappropriating \$15,500 from contractual services to permanent salaries and fringe benefits will have no negative impact on the COA's budget for contractual services because the COA has deliberately under-spent in contractual services in order to make sufficient funding available for the addition of the proposed new position.

5. The Senior Citizens Program Fund consists of Parking Tax revenue, General Funds, Older Californians Act Funds, and Federal Older Americans Act Funds. Under this proposed ordinance, the proposed new position would be funded solely by the Federal Older Americans Act Funds in the Senior Citizens Program Fund.

- Recommendations:**
1. Amend the proposed supplemental appropriation (File 101-96-51) to reduce the amount requested, by \$6,875 from \$15,500 to \$8,625, in accordance with the table under Comment No. 1 above.
  2. Approve the proposed supplemental appropriation (File 101-96-51), as amended.
  3. In accordance with Comment No. 3 above, amend the proposed ordinance (File 102-96-12) to reflect the addition of one new limited tenure position to the 1996-97 Annual Salary Ordinance instead of one new permanent position.
  4. Approve the proposed ordinance (File 102-96-12), as amended.



City and County of San Francisco

Commission on the Aging



March 26, 1997

Ms. Janelle Lee  
Budget Analyst  
1390 Market Street  
San Francisco, CA 94102

Dear Ms. Lee:

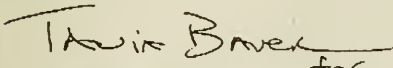
1996 revisions to the Older Californians Act include new responsibilities for the Commission on the Aging (COA) regarding the administration of state funded programs. Effective July 1, 1997, the Commission on the Aging will be required to administer seven aging programs which are currently funded and administered by the California Department of Aging.

The COA is proposing to use one-time-only FY 1996-97 federal funds to hire a 9722 Specialist in Aging II to monitor these contracts through the end of the current year. After July 1, 1997, this position will be permanently funded using new State of California funding earmarked for the administration of these State programs; therefore, the COA is requesting that this position be funded on a permanent basis rather than a limited tenure basis.

The Commission on the Aging is one of 33 state designated Area Agencies on Aging (AAA) in which capacity it serves as the focal point for programs serving the elderly. The COA has been funded by continuing state and federal grants since 1974. The programs being transferred have received direct state funding since early in 1980, with no reduction in state funding since their inception. In fact, the California Commission on the Aging (CCOA), the Triple A Council of California (TACC), the California Senior Legislature (CSL) and the California AAA Association (C4A) have made the expansion of these programs a priority for FY 1997-98.

The state grant includes a minimum administration allocation of \$58, 434 to fund the 9277 Specialist in Aging II position for FY 1997-98.

Sincerely,

  
Lawrence M. Ross, CPA for  
Chief Fiscal Officer

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Items 5, 6 and 7 - Files 101-96-50, 30-97-3 and 118-97-1

**Note:** These items were continued by the Finance Committee at its meeting of March 26, 1997.

**Department:** San Francisco Fire Department (SFFD)  
San Francisco Department of Public Health (DPH)

**Items:** File 101-96-50: Supplemental appropriation ordinance appropriating \$1,653,393 for transition costs related to transferring the Paramedic Division of the Department of Public Health (DPH) to the Fire Department (SFFD) for FY 1996-97.

File 30-97-3: Resolution supporting a transfer of the paramedic function from the DPH to the SFFD.

File 118-97-1: Ordinance amending the Health Code by repealing Section 112, which authorizes the DPH to provide emergency medical services, and by adding a new Section 112 relating to the provision of emergency medical services by the SFFD, with Health Commission oversight.

**Amount:** \$1,653,393

**Source of Funds:** General Fund Reserve

**Background:** As part of a State-mandated update of the City of San Francisco's Emergency Medical Services Plan, the DPH Emergency Medical Services Agency (EMSA) coordinated a planning process during FY 1995-96 to define the optimal emergency medical system for the City. San Francisco's emergency medical system has historically involved paramedic services based in the DPH, with the Fire Department as the first responders. However, in February of 1996, the EMSA issued a report on the San Francisco Emergency Medical Services Configuration Plan, which recommended transfer of the paramedic function from the DPH to the SFFD. The report states that the new configuration plan is based on Seattle's EMS system (see Comment No. 3). In addition to consolidating emergency medical services in the SFFD, the plan would introduce a multi-tiered response and transport approach, and would significantly increase the number of trained Paramedics through cross-training of Firefighters. Cross-training of Paramedics would, similarly, increase the number of trained Firefighters in the SFFD. (See further explanation below.)

San Francisco currently provides the same response and transport for all 911 medical calls: two Paramedics capable of providing Advanced Life Support (ALS) treatment, with an ambulance. ALS treatment, which requires approximately 1,200 hours of paramedic training, includes advanced levels of assessment and treatment, and the administration of medication, including intravenous medication. In nearly half of 911 medical calls, fire engines are also dispatched to provide more rapid response. SFFD Firefighters are able to provide Basic Life Support (BLS) treatment until the ALS ambulance arrives. BLS can be provided by individuals with Emergency Medical Technician (EMT) certification, which involves 110 hours of training and at least four hours of optional defibrillation training. (Defibrillation is a procedure used in cases of cardiac arrest, in which an electric shock is administered to the heart to restore its normal rhythm.) BLS treatment includes first aid, cardiopulmonary resuscitation (CPR) and defibrillation.

Under the proposed configuration plan, San Francisco would adopt a multi-tiered approach under which criteria-based dispatching would be used to dispatch ALS units or Basic Life Support (BLS) units, depending upon the patient's condition. The proposed configuration plan would provide for a variety of types of response to 911 medical calls, including (1) standard ALS, two Paramedic ambulances; (2) ambulances staffed by one Paramedic and one EMT Firefighter; (3) fire engines with a Firefighter/Paramedic on board; and (4) fire engines staffed by EMT Firefighters. However, the introduction of ambulances staffed by one Paramedic and one EMT Firefighter would not occur until the initial transition of paramedic functions to the SFFD has been phased in, and its effectiveness would be evaluated after implementation to determine the permanent configuration of the response mix. The general purpose of the multi-tiered approach is to focus ALS resources on the most life-threatening 911 medical calls.

While Paramedics currently work 8 hour shifts and 40-hour weeks, those Paramedics who opt to complete the training to become Fire Rescue/Paramedics (see below) would convert to the 24-hour shifts and 48-hour work weeks that are standard for Firefighters. Ms. Abby Yant of the DPH EMSA states that the 24-hour shifts would enable the SFFD to staff more ALS ambulances around the clock than are currently staffed. Specifically, the DPH currently deploys 10 to 14 ambulances at all times. Under the proposed

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configuration plan, 16 ambulances would be deployed at all times. Eventually, it is anticipated that a minimum of 24 ALS fire engines, with at least one trained Paramedic on board, will also be deployed on a regular basis.

Ambulances deployed by the DPH Paramedic Division currently move within assigned zones of the City, which are adjusted based on analysis of the probability of occurrence of calls by geographic area and time. Under the proposed configuration plan, ambulances and Paramedics would be assigned to 16 of the 41 Fire Stations in the City, although ambulances might be moved between fire stations during a shift to ensure that response standards can be met. Restocking of materials and equipment to ambulances would also be carried out at Fire Stations, rather than at a central storeroom, as is currently done. The DPH currently has 26 ambulances, but purchase of another three was authorized in the FY 1996-97 budget, and the proposed supplemental appropriation includes a request for another two ambulances, to bring the total ambulance fleet to 31. (See discussion of supplemental appropriation, File 101-96-50).

Under the proposed plan, all Paramedics would be given the option, at the time of the transfer to the SFFD, to train to become Fire Rescue Paramedics. This would be a new classification, requiring licensed Paramedics to undergo on-the-job training in fire suppression techniques. Fire Rescue/Paramedics would assist in certain tasks of fire fighting, in addition to providing ALS services. As Uniform employees, Fire Rescue/Paramedics would convert to the 24-hour shifts discussed above. Fire Rescue/Paramedics could then train to become Firefighter/Paramedics, or could choose to remain Fire Rescue/Paramedics. In addition, the proposed plan would permit up to 82 Firefighters to cross train to become Firefighter/Paramedics over a period of three years. The end result would be a major increase in the number of Paramedics and Firefighters. (See Comment No. 3.)

The DPH Paramedic Division currently has 168 authorized Paramedic positions. Information provided by Captain Richard Shortall of the SFFD indicates that, after a three year period during which Firefighters who wish to cross train as Paramedics undergo such training, the SFFD would have a total of up to 243 staff people with paramedic training, a 45 percent increase, including those who transfer from the DPH and Firefighters who complete the cross training and required State paramedic certification.

(See Comment No. 3.) Ms. Yant states that the goal of introducing the multi-tiered response, changing Paramedics to 24-hour shifts, and increasing the number of Paramedics is to reduce the ALS response time from the current 8 to 10 minutes to approximately 4.5 minutes.

The proposed plan also addresses concerns about inadequate field supervision of emergency medical services, by increasing the number of Paramedic Supervisors from 17 to 28, a 65 percent increase, thereby increasing the number of Paramedic Supervisors on duty in the field at any given time from the current one or two to four. (Paramedic Supervisors are assigned to field positions as well as to administrative positions, including management of Continuous Quality Improvement, Training, Research, etc.) Paramedic Supervisors would be given a new classification of Fire/Paramedic Captain. See the discussion of ongoing costs of the transfer for a comparison of current Paramedic Division management costs with the cost of the proposed new configuration.

The February 1996 EMSA report, "Optimizing the Configuration of San Francisco's Emergency Medical Services," summarized the reasons for the proposed changes to the EMS system as follows: (1) to ensure faster response times for emergencies throughout the City; (2) to use resources more cost-effectively through careful targeting of emergency services to emergency needs; (3) to offer better emergency service to all neighborhoods, particularly those that are currently underserved; and (4) to eliminate wasteful duplication of services.

The proposed configuration plan was approved by a joint meeting of the Health Commission and the Fire Commission on February 18, 1997. The plan will be submitted to the State Emergency Medical Services Authority in the near future which must approve the plan. Ms. Yant states that the SF EMSA has already met with the State Emergency Medical Services Authority and anticipates approval of the plan. The implementation schedule prepared by the EMSA assumes that transfer of the paramedic function from the DPH to the SFFD will occur as of July 1, 1997. Although the legislation before the Finance Committee at this meeting of March 26, 1997 does not authorize any new positions or classifications, or approve a budget for the new EMS Division of the SFFD, approval of the subject legislation (Files 30-97-3 and 101-96-50) will have the effect of authorizing the transfer of paramedic functions from the DPH to the SFFD which will

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result in submission of such budget requests at a later date (presumably as part of the FY 1997-98 budget process). In addition, approval of the proposed legislation implies approval not only of the transfer of functions, but also of at least the initial phase of the planned cross training of Paramedics and Firefighters, and ultimately of the goal of reducing ALS response time from 8-10 minutes to approximately 4.5 minutes.

**Description:**

**Item 6, File 30-97-3** is a resolution which would support the transfer of the paramedic function from the Department of Public Health to the Fire Department and states that the Board of Supervisors supports the transition costs that are necessary to effect this change. In addition, the proposed resolution specifically states that the Board of Supervisors supports a paramedic training academy for the cross-training of Firefighters as Paramedics and the attendance of Paramedics at Fire College for cross-training of Paramedics as Firefighters. According to Dr. Mitch Katz of the Department of Public Health, this resolution is the overall policy statement supporting the proposed actions which would transfer the responsibility for emergency medical services from the Department of Public Health to the Fire Department. See the description on ongoing costs for the Budget Analyst's estimate of the increased annual personnel costs related to such cross-training. At this time, Item 1, File 101-96-50 contains a request for \$1,653,393 in General Fund monies to fund one-time transition costs only (see budget below).

**Item 7, File 118-97-1** would repeal Chapter V, Part II, Section 112 of the City's Health Code which specifically authorizes the Department of Public Health to provide and maintain emergency medical services, to provide emergency first aid care to persons in need and to maintain the associated emergency ambulance services. The proposed ordinance (File 118-97-1) would replace this repealed Section with a new Section 112 to the City's Health Code specifying that the Fire Department would now be authorized to provide emergency medical services, with the approval of the Health Commission and subject to those conditions and requirements established by the Health Commission, pursuant to Charter Section 4.110. Charter Section 4.110 states that the Health Commission and the Department of Public Health is responsible for managing and controlling the City and County hospitals, emergency medical services, and in general is responsible for providing for the preservation, promotion and protection of the physical and mental health of the inhabitants of San

Francisco.

In accordance with the proposed ordinance, the Department of Public Health would also determine which Fire Department personnel would provide emergency medical service and would determine the standards, policies and medical protocols that would govern the Fire Department in its operations with respect to these emergency medical services. As stated in the proposed ordinance, nothing in this ordinance is intended to affect the authority granted to the San Francisco Emergency Medical Services Agency (EMSA), which serves as the local emergency medical services agency under State law.

Ms. Paula Jesson of the City Attorney's Office reports that the Department of Public Health would remain as the local EMSA, which is the State authorized regulatory body responsible for overseeing, coordinating and supporting the Advanced Life Support (ALS) providers. According to Ms. Jesson, the proposed ordinance (File 118-97-1) would therefore only change the provider of the City's emergency medical services from the Department of Public Health to the Fire Department. In addition, Ms. Jesson reports that as is now being done in most cities and counties, it is preferable to separate the responsibilities for regulating the emergency medical services (which would continue to be the responsibility of the Department of Public Health), from the responsibilities for providing the emergency medical services, (which would become the responsibility of the Fire Department).

**Item 5, File 101-96-50** is a supplemental appropriation to cover the transition costs of transferring the paramedic function from the DPH to the SFFD. In other words, the proposed supplemental appropriation is designed to cover the various one-time costs that would be incurred in order to (1) provide fire retardant uniforms for the Paramedics who opt to become Fire Rescue Paramedics; (2) provide additional vehicles, including two ambulances, four vehicles for field supervision, and two large vans for delivery of supplies; (3) supply the 16 Fire Stations with beds, lockers and start-up supplies for accommodating Paramedics and ambulances; (4) purchase computer, telephone, and radio equipment, to accommodate a combined fire/paramedic dispatch unit at the current Paramedic Dispatch Center; (5) purchase computer and office equipment to transfer paramedic training and administrative functions from DPH offices to SFFD offices; (6) train Paramedics to become Fire Rescue Paramedics

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and start a clinical paramedic training program for Firefighters at San Francisco General Hospital (SFGH); and (7) provide staff to manage the transition.

**Budget:**

The proposed budget for transition costs is summarized as follows:

<u>Category</u>	<u>Cost</u>
Uniforms	\$92,030
Ambulances & EMS Vehicles	541,064
Fire Station Improvements	147,678
Dispatch Center Improvements	201,792
EMS Administrative Office Improvements	262,813
Training	335,464
Transition Management	<u>72,552</u>
Total Transition Budget	\$1,653,393

A copy of the detailed budget, by category, is shown as Attachment No. 1 to this report.

Uniforms (\$92,030)

The \$92,030 uniform budget includes a total of \$72,279 to purchase long and short-sleeve shirts, trousers and safety shoes for the approximately 150 DPH Paramedics who are expected to opt to become Fire Rescue/Paramedics. Captain Shortall states that, while one reason to purchase the new uniforms is to achieve a standard "look" among all SFFD employees, the primary objective is to ensure that all personnel involved in fire fighting have flame resistant clothing. Captain Shortall states that the shirts and trousers currently worn by Paramedics are a cotton blend that is more flammable than the wool blend that would be purchased. The uniform budget also includes a total of \$13,818 for new badges and lapel pins which will identify the Paramedics and management staff as SFFD employees. Finally, the uniform budget includes \$2,320 for belts and \$3,613 for buckles.

Mr. Michael Ward of the Purchaser's Office advises that the proposed purchase of uniforms would be carried out under an existing contract for SFFD uniforms, which was competitively bid.

Ambulances and EMS Vehicles (\$541,064)

As described above, the new deployment and shifts of Paramedics would enable the SFFD to increase staffing of ALS ambulances from the current 10 to 14 to a total of 16 ambulances on active duty at all times, if a sufficient number of Paramedics opt to become Fire Rescue/Paramedics and switch to 24-hour shifts. Ms. Yant states that deployment of 16 ambulances around the clock is expected to reduce the ALS response time, even prior to cross-training of Firefighters to increase the number of Paramedics. However, Ms. Yant states that it is not possible for the EMSA to accurately predict what the response time will be following deployment of 16 ambulances. The Budget Analyst notes that approval of two ambulances requested in the proposed supplemental appropriation would, in effect, constitute a policy decision by the Board of Supervisors to increase the deployment of ambulances and Paramedics on a round-the-clock-basis.

Captain Shortall advises that the Paramedic Division currently has 26 ambulances. Captain Shortall states that the DPH was authorized to purchase an additional three ambulances as part of the FY 1996-97 budget, although such purchase has not yet taken place. According to Captain Shortall, in order to ensure the availability of 16 ambulances at all times, the SFFD needs to purchase an additional two ambulances, at a total cost of \$260,000, or \$130,000 each. Mr. Ward advises that the Purchaser plans to purchase the two ambulances requested in this supplemental appropriation with the three ambulances already funded, in order to obtain the most advantageous price and delivery date for these vehicles.

If this purchase is approved, and the three ambulances previously authorized are also purchased, the total number of ambulances would increase from 26 to 31. If 16 ambulances are deployed, there would typically be 15 ambulances on reserve. Captain Shortall states that extra ambulances are required to handle special events, as well as to ensure ambulance availability when vehicles are being serviced. Mr. Ron Louie of the DPH advises that up to five ambulances are typically being serviced at most times. Mr. Louie further advises that, of the 26 ambulances currently available, 12 have exceeded 100,000 miles.

Captain Shortall states that the Paramedic Division currently has two vans that are used by Paramedic Field Supervisors. However, Captain Shortall advises that these

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vans have over 100,000 miles and are in a poor state of repair, and will therefore be used instead by training personnel following the transition. As described earlier, the SFFD plans to request an increase in Paramedic Supervisor staffing (reclassifying such positions as Fire/Paramedic Captains) in the FY 1997-98 budget, largely in order to deploy four Paramedic Supervisors in the field at all times, rather than the current one or two. The proposed transition budget includes \$122,000 for the purchase of four utility vehicles to be used by the Fire/Paramedic Captains who would function as field supervisors. Again, the Budget Analyst notes that approval of the vehicles at this time presupposes that the Board of Supervisors will approve the creation of an additional 15 Fire/Paramedic Captains as part of the FY 1997-98 budget.

Mr. Ward advises that it will be difficult for the Purchaser's Office to purchase the proposed vehicles prior to the model year close out. Mr. Ward cautions that this may make it impossible for the Purchaser to obtain the specified vehicles from the factory, and could render their purchase from dealers more expensive than anticipated. As of the writing of this report, Mr. Ward had not received full specifications of the proposed vehicles, and could not verify the budgeted amounts for vehicles.

A total of \$80,664 is budgeted to outfit the new ambulances and Field Supervisor vehicles with lights (\$14,700) and to provide the new ambulances with Automatic Vehicle Locators (AVLs) (\$13,764). Mobile radios would be furnished to all of the new vehicles (\$5,575), as well as approximately 50 existing vehicles (\$46,625) which, according to Captain Shortall, have radios that cannot pick up channels used by the SFFD, at a total cost of \$52,200. Mr. Ward states that the Purchaser has not yet reviewed detailed specifications for these items, and so cannot verify the amounts budgeted by the SFFD. Mr. Ward states that the Purchaser will obtain competitive bids for these items if they are approved by the Board of Supervisors.

The proposed transition budget includes \$56,000 to purchase two large delivery vans. The Paramedic Division currently has no large delivery vans. Under the current Paramedic Division, supplies are distributed from a central location. Because supplies would, under the SFFD, be decentralized at the 16 Fire Stations, Captain Shortall states that two new delivery vans are needed.

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The Budget Analyst recommends that the \$472,039 for purchase of two ambulances (\$260,000), four utility vehicles (\$122,000), two delivery vans (\$56,000) and related mobile radios (\$5,575) and outfitting equipment (\$14,700 plus \$13,764) be placed on reserve, pending submission to the Finance Committee of verification of actual costs. The recommended reserve would not delay the purchase of the subject vehicles, as the Purchaser's Office can order the subject vehicles once the funding has been appropriated by the Board of Supervisors. The release of reserved funds can be heard by the Finance Committee at the Department's request.

The vehicle budget also includes \$22,400 to paint the entire ambulance fleet. The purpose of the painting is to identify the ambulances as SFFD vehicles, rather than DPH vehicles.

#### Fire Station Improvements (\$147,678)

The \$147,678 budget for improvements to the 16 Fire Stations that will house Paramedic staff and ambulances includes (1) \$11,458 to provide six twin beds at each Fire Station; (2) \$31,665 for twelve lockers at each Fire Station, which would provide each Paramedic with one locker for his or her uniform and one locker for protective gear; (3) \$17,360 for five medical supply cabinets at each of the 16 Fire Stations; (4) \$6,208 to provide each of the 16 Fire Stations with initial medical supplies; and (5) \$80,987 to provide each of the 16 Fire Stations with initial medical equipment. Captain Shortall states that, because of the planned decentralization of supplies to the Fire Stations, some duplication of supplies and equipment is necessary. Mr. Ward states that the Purchaser has not yet received or reviewed specifications for these items, and so cannot comment on the accuracy of the cost estimates.

#### Dispatch Center Improvements (\$201,792)

The DPH Paramedic Division currently has a dispatch operation, located at 2789 25th Street, also known as the Plant Building. The SFFD has a separate dispatch operation, located at 1003 Turk Street. Under the proposed EMS configuration plan, the two dispatch functions would be merged. Captain Shortall advises that the proposed transition budget assumes that the combined Paramedic/Fire dispatch function will be located at the Plant Building. It should be noted that this arrangement would be temporary, because the Combined 911

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Communications Center, to be located at the site of the Margaret Hayward Playground and on and around the site of the current SFFD dispatch operation, in the area bounded by Turk Street, Golden Gate Avenue, Laguna Street and Gough Street, which will house Paramedic, Fire and Police dispatch, is expected to be ready within two to three years. Captain Shortall states that the Plant Building dispatch center may be converted into the City's backup dispatch center at that time, although no such decision has been made. Captain Shortall advises that the space occupied by the existing SFFD dispatch center at 1003 Turk Street will remain vacant, and will eventually be demolished as part of the Combined 911 Communications Center project.

Captain Shortall states that it is essential to consolidate the dispatch functions at the time that the Paramedic Division transfers to the SFFD. According to Captain Shortall, the SFFD Computer Aided Dispatch (CAD) System is new, and can be modified to dispatch ambulances as well as fire apparatus. Captain Shortall advises that the cost estimates for the Dispatch Center Improvements were developed by the Department of Telecommunications and Information Services, which will manage this aspect of the transition. The proposed transition budget includes (1) \$16,085 to prepare the Plant Building dispatch center to accommodate the combined fire/paramedic dispatch function, by installing cables and testing communication links; \$21,158 to move, install and reroute the SFFD CAD system to the Plant Building, and \$20,000 to upgrade this system. Captain Shortall states that the CAD upgrade will be carried out by the PRC Corporation, which developed the SFFD CAD system. Eight personal computers would be leased for one month, at a cost of \$200 per computer, for a total of \$1,600. The leased personal computers would be used as CAD terminals, to ensure that the CAD system remains fully operational while the move is in process.

Mr. Lorenzo Garde of Telecommunications and Information Services states that two additional radio dispatch consoles are needed at the Plant Building, at a cost of \$66,079, again to accommodate the SFFD fire console staff. The existing SFFD status board, which is an electronic device used to show the status of all SFFD units, cannot be moved, according to Mr. Garde. A replacement SFFD status board is budgeted at \$20,000. Mr. Garde explains that \$6,241 would be spent to obtain a reconfiguration of the routing of 911 calls from Pacific Bell. A contingency of \$36,229 is included to cover unanticipated materials costs. The Budget Analyst recommends that the

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amount of \$36,229 for the contingency be reserved pending submission of actual cost details showing that the contingency is needed.

Finally, the transition budget for Dispatch Center Improvements includes \$14,400 in funding to cover project management of the improvements by Telecommunications and Information Services. This represents 192 hours of Telecommunications and Information Services staff time, at an average hourly rate of \$75 per hour.

EMS Administrative Office Improvements (\$262,813)

The SFFD plans to expand the existing SFFD EMS Administration and Training Center, located in Building 1216 at the Presidio, to house all administration and training for the proposed SFFD Division of Medical Services. According to Captain Shortall, a total of 25 persons involved in EMS administration and training will have offices in Building 1216. Captain Shortall states that the computers and furniture used by DPH Paramedic Division administrative and training staff is owned by the DPH, and will be used by whatever DPH staff (currently undetermined) move into the Paramedic Division administrative offices in the Plant Building. Therefore, the proposed transition budget includes \$156,710 for a computer network, including 25 personal computer workstations and network equipment. The SFFD has obtained Electronic Information Processing Steering Committee (EIPSC) approval for this purchase. The proposed transition budget also includes \$79,103 for the purchase of 25 modular cubicles and chairs, as well as \$27,000 for a new telephone system. According to Captain Shortall, the existing telephone system provides only individual lines.

Training (\$335,464)

All Paramedics would be required to attend 24 hours of training in SFFD rules and operational procedures. Paramedics who opt to become Fire Rescue/Paramedics would receive additional on-the-job training, at no additional cost. The SFFD plans to conduct three 8-hour training sessions prior to the actual transition, which is currently slated to occur on July 1, 1997. In order for the DPH Paramedic Division to have adequate staff on duty during these training sessions to maintain current response times, Captain Shortall states that it will be necessary to backfill Paramedics in training by scheduling other Paramedics for overtime. The proposed transition budget includes a total of \$174,636 (\$58,212 per training

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times three training sessions) to cover the cost of such overtime. Captain Shortall states that 180 Paramedics and Paramedic management staff are expected to participate in each training session.

Special training is planned for Paramedic Captains and Preceptors (Paramedics who conduct on-the-job training), for a total of 3,616 hours, at a total cost of \$108,027 to cover the cost of overtime to backfill their positions. Paramedic union representatives would be backfilled at a cost of \$33,000 to provide them with release time to participate in transition planning and negotiations. Another \$15,001 is budgeted for training supplies. Mr. Ward states that the Purchaser has not received specifications for such supplies, and so cannot comment on the accuracy of the cost estimates.

In addition to providing cross training for DPH Paramedics, the SFFD plans to offer Firefighters the opportunity to cross train as Paramedics. Firefighters will obtain such training in phases, during normal working hours, and Captain Shortall states that participants in the cross-training will not be backfilled. Most of the training of Firefighters to become Firefighter/Paramedics will be conducted in house, by the SFFD EMS Academy. The ongoing cost of increased staffing for this Academy are estimated in the section of this report that pertains to ongoing costs. As part of this proposed supplemental appropriation, the SFFD proposes to work order \$4,800 to the SFGH to cover the start-up costs of establishing a clinical Paramedic training program, which would be coordinated with the training provided by the SFFD EMS Academy.

#### Transition Management (\$72,552)

Two Paramedic Captains have been assigned to work for six months to manage the transition, and their positions would be backfilled, at a total cost of \$57,084. Captain Shortall advises that one of the Captains is managing the cross-training program for Firefighters who cross-train to become Paramedics, and the other Captain is managing administrative aspects of the transition. Captain Shortall advises that these two Captains have both started to work on the transition, and will work for a combined total of 12 months by July 1, 1997. As described below in the section that covers ongoing costs, the SFFD proposed to increase the number of Paramedic Captains, so the backfilled Captain positions are likely to be added as permanent positions in the SFFD FY 1997-98 budget. The costs of all proposed new



Captain positions are detailed in a later section of this report.

In addition, the transition budget includes \$15,468 to increase the one-quarter time SFFD Assistant Medical Director to half-time for six months. Ms. Christine Wachsmuth of the SFGH states that the SFFD Assistant Medical Director is employed by the SFGH as a .75 FTE in the SFGH Emergency Room. Ms. Wachsmuth advises that, since January, this position has been backfilled for .25 FTE at the SFGH to allow the SFFD Assistant Medical Director to devote increased time to preparing for the Paramedic transition to the SFFD.

**Ongoing Cost  
Evaluation:**

The DPH EMSA Phase II Report on "Optimizing the Configuration of San Francisco's Emergency Medical Services" states that, for FY 1997-98, the annual budget projection for the proposed configuration plan is essentially "cost neutral." However, in response to questions from the Budget Analyst, the SFFD indicates that the cross-training of both Paramedics and Firefighters is, in fact, expected to result in increased costs for additional fringe benefits for the Paramedics, and wage increases for the Firefighters. In addition, the proposed SFFD FY 1997-98 budget will include new management and administrative positions. In general, the cost of these proposed changes was not included in the DPH Phase II EMSA Report because the specific changes are subject to labor negotiation (see Comment No. 1). Captain Shortall of the SFFD has, however, provided the Budget Analyst with assumptions regarding wage rates and benefit levels. According to Captain Shortall, these assumptions are based on analysis of comparable classifications in other cities and counties. In addition, the SFFD has provided a tentative schedule for cross-training of Paramedics and Firefighters to become Firefighter/Paramedics, over the next three years.

Based on these assumptions, which are discussed in more detail below, the Budget Analyst estimates the additional annual costs related to transferring the Paramedic Division from the DPH to the SFFD, implementing the proposed new classifications, and authorizing the new positions that are expected to be proposed, are as follows:



**ESTIMATED ADDITIONAL ANNUAL PERSONNEL COSTS,  
INCLUDING TRAINING COSTS, RESULTING FROM THE TRANSFER  
OF THE PARAMEDIC FUNCTION OF DPH TO THE SFFD**

<u>Fiscal Year</u>	<u>Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY 1997-98 with no wage increases in future years)</u>
FY 1997-98	\$423,783
FY 1998-99	734,583
FY 1999-00	882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)	1,045,623

The estimates provided above are (1) sums of the estimates detailed in the following attachments: Attachment 2 (Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions); Attachment 3 (Estimated Additional Annual Costs Related to Proposed Management Personnel); and Attachment 4 (Estimated Additional Annual Costs Related to Proposed Civilian Support Personnel), LESS (2) \$829,345 in estimated cost savings from the elimination of 111 Paramedic positions when Paramedics are promoted to new management positions (see explanation below). In addition, an annual training cost of \$10,000 was included in the estimates contained in the table above. Assumptions used in arriving at these estimates are described below.

**Assumptions for Estimate of Additional Costs Related to  
Creation of Fire Rescue/Paramedic and Paramedic/  
Firefighter Positions**

- The projected Paramedic/Firefighter salary was estimated based on a 13 percent pay differential above the top step Firefighter salary. Captain Shortall states that this represents the average pay raise that has been granted in other cities and counties to Firefighters who become Paramedic/Firefighters. The actual pay raise provided to Firefighters who become Paramedic/Firefighters could be higher or lower, depending upon the outcome of labor negotiations.

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- The configuration of personnel used in our estimates is based on a schedule of cross-training provided by the SFFD. Under this schedule, by FY 2000-01, the SFFD would have the following configuration for personnel with paramedic training:

Number of Paramedics who are expected to train to become Paramedic/Firefighters	72
Number of Paramedics who are expected to become Fire Rescue/Paramedics*	68
Number of Paramedics who are expected to remain Paramedics	17
Number of Firefighters who are expected to train to become Paramedic/Firefighters	<u>86</u>
Total Projected Number of SFFD Personnel with Paramedic Training after Full Implementation of Cross-Training	243

\* This number assumes that 11 Paramedics will be promoted to management positions, and that the vacant Paramedic (or Fire Rescue Paramedic, after the transition) positions will be eliminated. See Comment No. 2.

SFFD and EMSA management advise that the number of personnel who complete cross-training, pass required certification exams and are reclassified could vary from the schedule that they have provided, depending upon the choices made by DPH Paramedics and SFFD Firefighters, as well as on evaluations to be conducted by the SFGH and the SFFD over the next few years.

The Budget Analyst's estimates of the annual personnel cost increase related to reclassifying Paramedics and Fire Rescue/Paramedics and Paramedics/Firefighters, and reclassifying Firefighters as Paramedic/Firefighters, based on cross-training schedules provided by the SFFD are (1) \$199,152 in FY 1997-98; (2) \$509,952 in FY 1998-99; (3) \$657,552 in FY 1999-2000 and (4) \$820,992 in FY 2000-01. This data is detailed in Attachment No. 2.

#### **Estimated Cost Savings from Elimination of 11 Former Paramedic Positions.**

Captain Shortall advises that the SFFD will eliminate at least 11 former Paramedic positions, as Paramedics are expected to be promoted to new management positions (see below). These positions would otherwise be transferred to the SFFD as Fire Rescue/Paramedic positions. The savings

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that would result if these positions are eliminated is \$829,345 per year. The cost of the new management positions is detailed below and in Attachment No. 3.

**Estimated Additional Cost of Management and Support Staff for FY 1997-98 and Future Years**

The proposed SFFD FY 1997-98 budget will include new management and support positions. As of the writing of this report, the Mayor's Office was reviewing the SFFD budget proposal. The Budget Analyst will evaluate the requested new positions when the Mayor's budget is submitted to the Board of Supervisors. However, in the professional judgment of the Budget Analyst, it is important for the Board of Supervisors to have an estimate of the new costs that would be incurred if the subject legislation (File 30-97-3) is approved. Therefore, the Budget Analyst requested that the SFFD provide assumptions regarding wage rates for all proposed new positions. As stated earlier, actual compensation levels are subject to labor negotiations.

The Budget Analyst estimates the additional annual cost related to implementing the proposed new management and support staffing requested by the SFFD in the SFFD FY 1997-98 budget as \$1,043,976 (\$976,273 in Attachment No. 3 plus \$67,703 in Attachment No. 4). (Note that a related annual savings of \$829,345, based on the elimination of 11 Paramedic positions due to promotion of Paramedics to management positions, is anticipated and has been incorporated into our total cost estimate.) It was assumed that this annual estimate would remain constant for the four year period from Fiscal Years 1997-01. The total annual estimate of \$1,043,976 is the sum of the estimated additional annual costs for proposed Management Personnel detailed in Attachment 3 (\$976,273) and Civilian Support Personnel detailed in Attachment 4 (\$67,703).

**Estimated Additional Annual Cost of Workorder Funds to SFGH to Conduct Clinical Paramedic Training Program**

Ms. Christine Wachsmuth of the DPH advises that the SFGH will create a clinical paramedic training program to complement the training provided at the EMS Academy, at an estimated annual cost of \$10,000.

The annual additional costs outlined above reflect all changes that have been detailed by the SFFD to the Budget Analyst. No increased annual costs have been estimated for items such as training supplies, materials and equipment, etc., because the SFFD represents that such costs will not exceed current levels budgeted by the DPH Paramedic Division.

**Summary of Estimated Additional Annual Costs as a Result of the Transfer of the Paramedic Function of DPH to the SFFD**

- The estimated additional annual costs as a result of creating Fire Rescue/Paramedic and Paramedic/Firefighter Positions based on the salaries projected by the SFFD prior to labor negotiations, with no allowance included for wage increases in future years, is as follows:

FY 1997-98	\$199,152*
FY 1998-99	509,952*
FY 1999-00	657,552*
FY 2000-01	820,992*

\*See Attachment No. 2 for details.

- Estimated annual cost savings due to elimination of 11 Paramedic positions because an estimated 11 Paramedics will be promoted to management positions: (\$829,345)
- Estimated Additional Annual Cost of Management and Support Personnel (based on projected salaries, with no allowance for wage increases in future years)

Management Personnel	\$976,273	
Support Personnel	<u>67,703</u>	
		\$1,043,976

- Estimated Additional Annual Cost of Work Order to SFGH to Conduct Clinical Paramedic Training Program \$10,000

**Estimated total additional annual personnel costs including training costs, resulting from the transfer of the Paramedic function from DPH to the SFFD is as follows:**

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<u>Fiscal Year</u>	<u>Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY1997-98 with no wage increases in future years)</u>
FY 1997-98	\$423,783*
FY 1998-99	734,583
FY 1999-00	882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)	1,045,623

\*\$1,043,976 additional for management and support staff; \$10,000 for SFGH clinical training; and \$199,152 for the first phase of raises for Firefighters who cross-train as Paramedic/Firefighters and increased benefits for Paramedics who cross-train as Paramedic/Firefighters, less savings of \$829,345 due to elimination of 11 Paramedics positions related to promotions to management, resulting in total estimated FY 1997-98 additional costs of \$423,783.

**Comments:**

1. The Paramedics in the DPH are currently represented by Service Employees International Union (SEIU) Local 790. Management employees of the DPH Paramedic Division are represented by the Management Executives Association (MEA) Local 798. All uniform employees of the SFFD are represented by Firefighters Union Local 1798. Captain Shortall advises that negotiations are currently underway to determine how Paramedics and management being proposed to be transferred from the DPH to the SFFD would be represented. Captain Shortall states that, until these issues are resolved, the SFFD cannot negotiate the terms of employment, including wages and benefits, for the new classifications of Fire Rescue/Paramedic and Firefighter Paramedic. As stated earlier, the cost estimates contained in this report are based on assumptions provided by the Fire Department. Furthermore, our estimates do not include cost of living increases that could be negotiated for future years.

2. Captain Shortall states that the SFFD expects to promote at least 11 DPH Paramedics to management positions when the transition is implemented, and to eliminate the approximately 11 vacant Fire Rescue/Paramedic positions that would result from such promotions. Our estimates assume the elimination of 11 Fire Rescue/Paramedic positions, compared to the current roster of Paramedic positions. If these positions are not eliminated, all costs estimates would increase by approximately \$829,345 per year.



3. As described earlier, the current long term plan envisions a major increase in the number of non-management personnel with paramedic training, from 168 to approximately 243, an increase of 45 percent. Ms. Yant states that the cross-training of Firefighters to become Firefighter/Paramedics is partly motivated by the goal of fully integrating the paramedic function into the SFFD, and gaining full acceptance of the Paramedics by the Firefighters. However, Ms. Yant states that the primary reason to cross-train Firefighters is to reduce the ALS response time, by increasing the number of employees trained to provide ALS services.

Ms. Yant advises that adequate studies do not exist which would permit the EMSA to accurately calculate the optimum number of personnel with paramedic training. Because the EMSA report states that the proposed system is modeled on Seattle's (Emergency Medical Services) EMS system, the Budget Analyst contacted Lieutenant Donald Sharp of the Seattle Fire Department Paramedic Unit. Lieutenant Sharp reported that Seattle employs a total of 64 Firefighter/Paramedics, who are the only employees with paramedic training. It should be noted, however, that Seattle relies on private ambulances to transport non-life threatening cases, or approximately 50 percent of the calls requiring ALS response. In contrast, San Francisco relies on private ambulances to transport only approximately 5 percent of such calls. (See Comment No. 6.)

Lieutenant Sharp expressed concern that, if San Francisco eventually employs 243 persons with paramedic training, it will be difficult for individuals to maintain the desired level of skills because there might not be enough paramedic work to expose them, on a regular basis, to the full variety of situations that they need to handle. Ms. Yant states that the EMSA and the SFGH plan to carefully monitor the quality of care provided by all SFFD EMS personnel. (See Comment No. 4.)

4. Ms. Yant states that the SFGH and the EMSA will periodically evaluate the entire deployment plan and the performance of the new system. The Phase II report shows several configurations for deploying EMS personnel. These configurations are to be tested over the next three years as cross-training proceeds. Each configuration will be evaluated to determine the optimum method of deploying EMS staff in San Francisco.

The Budget Analyst recommends timing such evaluations so that they are completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.

5. The estimate of ongoing annual increased costs assumes that no additional General Fund contribution to the Retirement Fund is required, because Mr. Kieran Murphy of the Employee Retirement System advises that sufficient funds are available in the Retirement Fund to cover the estimated \$1 million annual cost of transferring the existing Paramedics to the Uniform Retirement Plan. However, should the San Francisco electorate approve additional benefits for uniformed retirement system personnel at some time in the future, Mr. Murphy advises that additional General Fund contributions would be required to maintain the solvency of the Retirement Fund. In other words, transferring the Paramedics to the Uniform Retirement Plan creates obligations that can be covered by the Plan now, but could contribute to the need for General Fund contributions to the Plan at some future date if Uniform retirement benefits are increased.

6. Private ambulances currently transport approximately five percent of 911 medical calls. The cost of such private transport is covered by third party payers, based on billing of users by the private ambulance companies. Ms. Yant states that this arrangement is expected to continue. Ms. Yant states that the SFGH has separate agreements with private ambulance companies, not related to the provision of EMS services, to provide non-emergency transport of patients.

7. Attachment No. 5 shows the current organization chart for the Paramedic Division of the DPH. Attachment No. 6 shows the proposed organization chart for the EMS Division of the SFFD.

8. The DPH EMSA Phase II report mentions the possibility that, at some time in the future, the SFFD will initiate charges to the public for first responder services. The DPH currently charges the public for ALS (ambulance) services, but the SFFD does not charge for the first responder services that are provided by Firefighters. Initiation of such

a first responder fee would require approval of the Board of Supervisors. No revenue estimates have been provided, but such a first responder fee would partially offset the additional costs outlined above, if such new fees were approved by the Board of Supervisors.

9. The estimated annual cost increases were not available, and therefore were not included in the Three Year Budget Projections recently presented to the Mayor and the Board of Supervisors by the Controller, the Mayor's Office of Management & Budget, and the Budget Analyst.

10. In summary, the proposed resolution (File 30-97-3) would support the transfer of the paramedic function from the DPH to the SFFD, and the creation of a Paramedic Training Academy in the SFFD to cross-train Firefighters to become Firefighter/Paramedics and to cross-train Paramedics to become Firefighter/Paramedics. The proposed ordinance (File 118-97-1) would amend the Health Code to reflect the transfer of the paramedic function from the DPH to the SFFD. The proposed ordinance (File 101-96-50) would provide \$1,653,393 for one-time transition costs related to the transfer of function, including purchase of new vehicles and uniforms, improvements to Fire Stations to accommodate Paramedics, combining of dispatch functions, relocation of administrative and support staff, and other related costs.

The overall transition involves not only the transfer of function, but also other major changes in the way EMS services are delivered. A multi-tiered approach to dispatching would be used to dispatch Advanced Life Support (ALS) units or Basic Life Support (BLS) units, or a variety of combinations, depending upon the nature of the 911 medical call. Cross-training of both Paramedics and Firefighters is planned, resulting in a 45 percent increase in the number of personnel with paramedic training over the next three years of 75 positions, from the current 168 positions to an estimated maximum of 243 positions (not counting management personnel). The primary objective of the proposed change is to improve the delivery of emergency medical services to the public, primarily by reducing ALS response times.

11. The Budget Analyst estimates that ongoing additional annual personnel and training costs related to implementation of these policies would total approximately \$423,783 in FY 1997-98, and \$1,045,623 by FY 2000-01, when cross-training is expected to be completed. This estimate is

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based on various assumptions provided by the SFFD, most crucially that SFFD projections of wages and benefits for new classifications will not be significantly changed during collective bargaining. Our estimate of such additional ongoing annual costs conflicts with the DPH Emergency Medical Services Agency Phase II report on the transfer of the paramedic function from the DPH to the Fire Department, which stated that, for FY 1997-98, the annual budget resulting from such a transfer would be "essentially cost neutral."

12. The Budget Analyst will analyze the Department of Public Health and the Fire Department FY 1997-98 budgets in detail when the Mayor submits his recommended FY 1997-98 budget to the Board of Supervisors.

**Recommendations:**

1. Amend the proposed ordinance (File 101-96-50) by reserving \$472,039 for purchase of two ambulances, four utility vehicles, two delivery vans and related mobile radios and outfitting equipment, pending submission to the Finance Committee of actual bid amounts by the Purchaser's Office.

2. Amend the proposed ordinance (File 101-96-50) by reserving \$36,229 in contingency funds to cover unanticipated Dispatch Center Improvement materials costs pending the submission to the Finance Committee of actual cost details showing that the contingency is needed.

3. Approval of the proposed legislation (Files 30-97-3 and 118-97-1, and File 101-96-50 as amended) is a policy decision for the Board of Supervisors.

4. Request that the SFGH and the EMSA time evaluations of the EMS deployment plan to be completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.



Budget by Category

	QUANTITY	Unit Price	Ext. Price	Tax 8.5%	Total
<b>Uniforms</b>					
New Badges	180	\$49	\$8,775	\$746	\$9,521
Blue Shirts Longsleeve (2 ea.-150 PM's)	300	\$57	\$17,247	\$1,458	\$18,713
Blue Shirts Shortsleeve (1 ea.-150 PM's)	150	\$40	\$5,960	\$507	\$6,466
White Shirts (4 ea/35 Cpt./Chief)	140	\$15	\$2,100	\$179	\$2,279
Trousers (2 ea. for 180)	360	\$51	\$18,270	\$1,553	\$19,823
Lapel Pins (Shirt)	180	\$8	\$1,350	\$115	\$1,465
Lapel Pins (Coat)	180	\$15	\$2,610	\$222	\$2,832
Safety Shoes	180	\$128	\$23,040	\$1,958	\$24,998
Belts	180	\$12	\$2,138	\$182	\$2,320
Buckles	180	\$19	\$3,330	\$283	\$3,613
				<b>SUBTOTAL&gt;</b>	<b>\$92,030</b>
<b>Ambulances &amp; EMS Vehicles</b>					
Ambulances	2	\$130,000	\$260,000	Included	\$260,000
Blazers (PM field supervisors)	4	\$30,500	\$122,000	Included	\$122,000
Outfitting with lights etc.	8	\$2,450	\$14,700	Included	\$14,700
Large Delivery Van (delivery of supplies to stations)	2	\$28,000	\$56,000	Included	\$56,000
Mobile Radios & portables					\$52,200
Painting of Ambulance fleet	16	\$1,400	\$22,400	Included	\$22,400
AVL for new ambulances	2	\$6,882	\$13,764	Included	\$13,764
				<b>SUBTOTAL&gt;</b>	<b>\$541,064</b>
<b>Fire Station Improvements</b>					
Twin beds (6 per station)	96	\$110	\$10,560	\$888	\$11,458
Lockers (12 per station)	192	\$152	\$29,784	\$2,481	\$31,865
Cabinets for Medical Supplies (5 each ALS station)	40	\$400	\$16,000	\$1,360	\$17,360
Medical Supplies (each ALS station)	18	\$388	\$8,208		\$8,208
Medical Equipment (each ALS station)	16	\$5,062	\$80,988		\$80,988
				<b>SUBTOTAL&gt;</b>	<b>\$147,678</b>
<b>Dispatch Center Improvements</b>					
Project Management	O81EL				\$14,400
Move FD CAD to C-MED	O81EL				\$21,158
Site Prep	O81EL				\$16,085
Contingency @ 15% (excluding * costs)	O81EL				\$36,229
Upgrade CAD	O81EL				\$20,000
CAD Terminals	O81EL				\$1,600
Computer consoles	O81EL				\$68,079
FD Status board	O81EL				\$20,000
Upgrade 911 phones	O81ET				\$6,241
				<b>SUBTOTAL&gt;</b>	<b>\$201,792</b>



Budget by Category

<b>EMS-Ramapo Public Safety Office Training Items</b>				
Computer Network	25		\$156,710	Included
Office Improvement/Furniture	25		\$79,103	
New phone system			\$27,000	Included
				<b>SUBTOTAL&gt;</b>
				<b>\$282,813</b>
<b>Training</b>				
Overtime for March DPH training (180x8=1440hrs)	1440	\$40	\$58,212	N/A
Overtime for April DPH training	1440	\$40	\$58,212	N/A
Overtime for May DPH training	1440	\$40	\$58,212	N/A
Training for Captains and Preceptors (salary)	2700	\$40		N/A
Release time for planning				\$108,027
PM Training Clinical program startup costs		\$4,800	\$4,800	\$33,000
Training Supplies				\$4,800
				Included
				<b>SUBTOTAL&gt;</b>
				<b>\$335,464</b>
<b>Transition Management</b>				
(2) PIM Captains - Transition Team (8 mo.)	2	\$28,542	\$57,084	N/A
Medical Director .25 (6-Months)	1	\$15,468	\$15,468	N/A
				<b>SUBTOTAL&gt;</b>
				<b>\$72,552</b>
				<b>TOTAL&gt;</b>
				<b>\$1,653,393</b>

Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions**Monthly payroll cost increase**

FF to FF/PM	\$680
PM to PM/FF	\$138
PM to Fire Rescue Paramedic	\$6
PM to Fire Dept. PM	\$0

	<u># Medics</u>	<u># Months</u>	<u>Monthly Payroll Cost Increase</u>	<u>Total</u>
<b>FY 97-98</b>				
FF/PM	10	12	\$680	\$81,600
FF/PM	24	7	\$680	114,240
PM/FF	24	1	\$138	3,312
<b>Total</b>	<b>58</b>			<b>\$199,152</b>
<b>FY 98-99</b>				
FF/PM	34	12	\$680	\$277,440
PM/FF	24	12	\$138	39,744
FF/PM	24	10	\$680	163,200
PM/FF	24	4	\$138	13,248
FF/PM	24	1	\$680	16,320
<b>Total</b>	<b>130</b>			<b>\$509,952</b>
<b>FY 99-00</b>				
FF/PM	82	12	\$680	\$669,120
PM/FF	48	12	\$138	79,488
PM/FF	24	7	\$138	23,184
FF/PM	24	3	\$680	48,960
Less FF/PM attrition	(20)	12	(\$680)	(163,200)
<b>Total</b>	<b>158</b>			<b>\$657,552</b>
<b>FY 00-01</b>				
FF/PM	86	12	\$680	\$701,760
PM/FF	72	12	\$138	119,232
<b>Total</b>	<b>158</b>			<b>\$820,992</b>

This spreadsheet pertains specifically to the additional costs that will be incurred as Firefighters and Paramedics are cross-trained and reclassified as Paramedic/Firefighters.

## Estimated Additional Annual Costs Related to Proposed Management Personnel

Current EMS Management Personnel - DPH

Classification	FTE	Description	Bi-weekly	Annual	Total
2535	1	Chief Paramedic	\$3,080	\$80,388	\$80,388
2531	1	Deputy Chief	\$2,793	\$72,897	\$72,897
2529	1	Assistant Chief	\$2,607	\$68,043	\$68,043
H-20 (Fire Dept.)	1	Fire EMS Coordinator	\$2,343	\$61,152	\$61,152
2534	17	Paramedic Supervisor	\$2,647	\$69,087	\$1,174,474
2530	1	Senior Medical Steward	\$2,401	\$62,666	\$62,666
<b>Total</b>	<b>22</b>				<b>\$1,519,620</b>

Proposed EMS Uniformed Management Personnel - Fire Dept.

Classification	FTE	Description	Total
new	1	EMS Chief	\$95,498
new	5	EMS Section Chief	\$413,140
H-20	1	Lieutenant (BOE)	\$60,239
new	23	Paramedic Captain	\$1,582,906
new	4	Fire-Paramedic Captain (Communication)	\$275,288
new	1	Fire-Paramedic Captain (BOE)	\$68,822
<b>Total</b>	<b>35</b>		<b>\$2,495,893</b>
<b>Overall Cost Increase</b>			<b>\$976,273</b>

## Estimated Annual Additional Costs Related to Proposed Civilian Support Personnel

Current Civilian Personnel		Bi-weekly	Annual	Total
Classification	FTE Description			
2818	1 Health Program Planner	\$2,145	\$55,985	\$55,985
1450	1 Executive Secretary	\$1,714	\$44,735	\$44,735
1426	4 Senior Clerk Typist	\$1,421	\$37,088	\$148,352
1424 (FD)	1 Fire Dept. Clerk Typist	\$1,298	\$33,878	\$33,878
1811	1 MIS Specialist I	\$1,634	\$42,647	\$42,647
2112	1 Medical Records Technician	\$1,658	\$43,274	\$43,274
2110	1 Medical Records Clerk	\$1,470	\$38,367	\$38,367
1932	8 Assistant Storekeeper	\$1,273	\$33,225	\$265,802
2736	1 Porter	\$1,304	\$34,034	\$34,034
Total	19			\$707,075

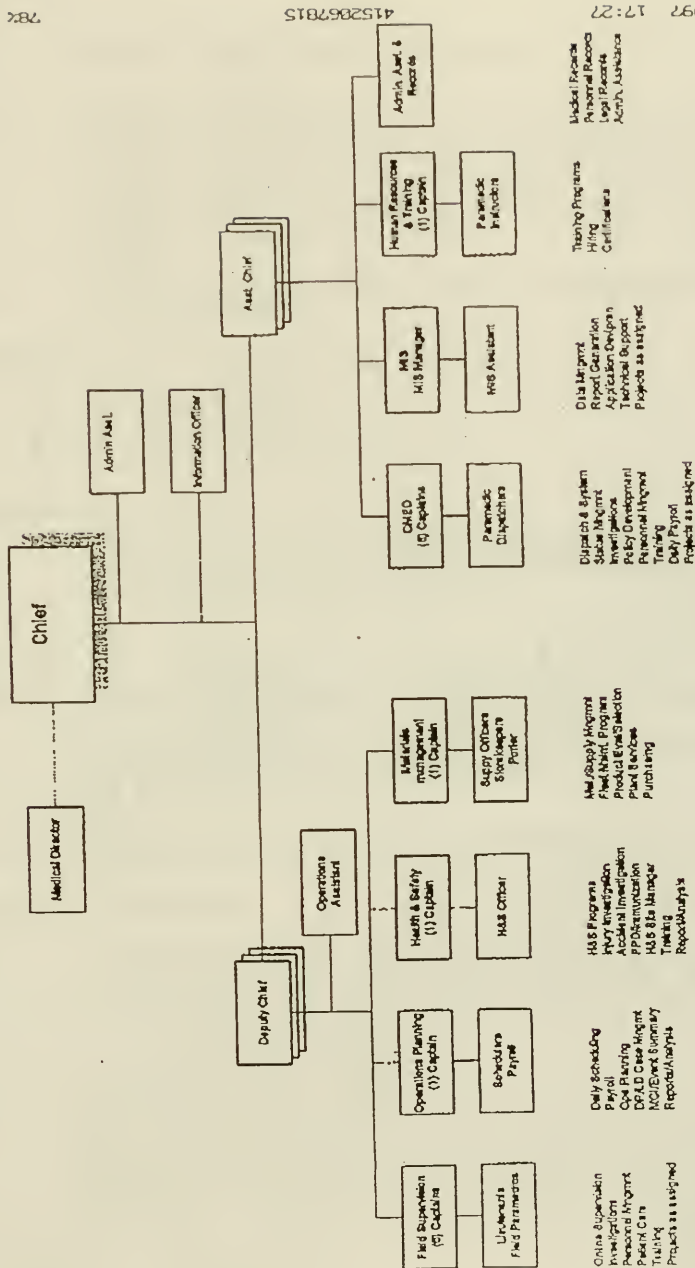
Proposed Civilian Personnel		Bi-weekly	Annual	Total
Classification	FTE Description			
1450	1 Executive Secretary	\$1,714	\$44,735	\$44,735
1426	3 Senior Clerk Typist	\$1,421	\$37,088	\$111,264
1424	1 Clerk Typist	\$1,298	\$33,878	\$33,878
1811	1 MIS Specialist I	\$1,634	\$42,647	\$42,647
1819	1 MIS Specialist III	\$2,412	\$62,953	\$62,953
2112	1 Medical Records Technician	\$1,658	\$43,274	\$43,274
2110	1 Medical Records Clerk	\$1,470	\$38,367	\$38,367
1932	5 Assistant Storekeeper	\$1,273	\$33,225	\$166,127
1,220	1 Payroll Clerk	\$1,603	\$41,838	\$41,838
Total	15			\$585,084

Proposed Civilian Personnel to be Reassigned and Remain at DPH		Bi-weekly	Annual	Total
Classification	FTE Description			
2818	1 Health Program Planner	\$2,145	\$55,985	\$55,985
1932	3 Assistant Storekeeper	\$1,273	\$33,225	\$99,676
2736	1 Porter	\$1,304	\$34,034	\$34,034
Total	5			\$189,695
Overall Cost Increase				\$67,703

## DEPARTMENT OF PUBLIC HEALTH

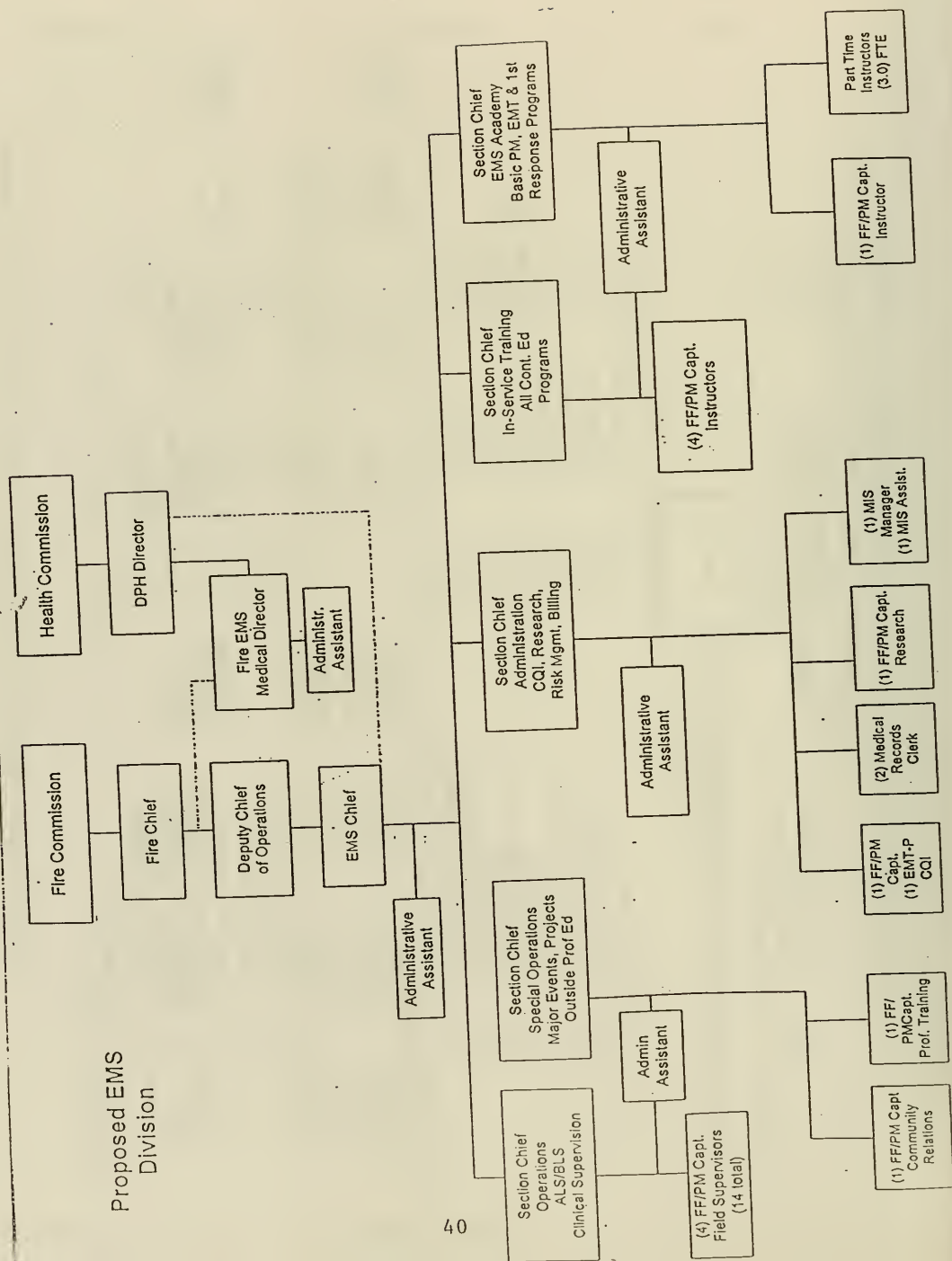
## Paramedic Division

## Organizational Chart





Proposed EMS  
Division



Item 8 - File 64-97-5

**Department:** Mayor's Treasure Island Project Office

**Item:** Resolution approving and authorizing an amendment to a lease and license between the City and County of San Francisco and the United States Navy regarding the use of Hangar 2, Hangar 3, including Building 111, and Hangar 180 on Naval Station Treasure Island, extending the terms thereof until September 30, 1997.

**Location:** Treasure Island, Hangar 2, Hangar 3, including Building 111, and Hangar 180

**Purpose of Leases:** Extension of previous lease agreements

**Lessor:** United States Navy

**Lessee:** City and County of San Francisco

**Number of Square Feet:** 322,168 square feet, including 138,661 square feet for Hangar 2, 144,767 square feet for Hangar 3, including Building 111, and 38,740 square feet for Hangar 180.

**Lease Rate:** \$0

**Terms of Lease:** May 1, 1997 to September 30, 1997 (5 months) for Hangar 2  
July 1, 1997 to September 30, 1997 (3 months) for Hangar 3, including Building 111, and Hangar 180

**Utilities and Maintenance:** City sublessees pay all utilities and maintenance costs

**Right of Renewal:** Not applicable

**Description:** In 1996, the San Francisco Redevelopment Agency (SFRA) entered into three lease agreements with the Federal Government through the United States Navy for the use and occupancy of buildings at Naval Station Treasure Island.  
  
Specifically, SFRA entered into two separate lease agreements with the Navy in February of 1996 for the use and occupancy of Hangar 180 and Hangar 2. In May 1996, the SFRA entered into another lease agreement with the Navy for the use and occupancy of Hangar 3, which includes Building 111 (a building which is attached to Hangar 3).

Under the terms of these lease agreements, the SFRA leases the hangars and the building at Naval Station Treasure Island at no out-of-pocket cost. Instead, the lease agreements stipulate that revenues from SFRA subleases are to be shared equally between the SFRA and the Navy. The lease agreement for Hangar 2 is scheduled to expire on April 30, 1997, and the lease agreements for Hangar 3, including Building 111, and Hangar 180 are scheduled to expire on June 30, 1997. In November of 1996, the Board of Supervisors approved a resolution transferring responsibility for coordinating the City's reuse efforts for the Naval Base from the SFRA to the Mayor's Treasure Island Project Office (File 64-96-16.1). Specifically, the resolution authorized assignment of the SFRA's interests in Naval Base leases and subleases to the Mayor's Treasure Island Project Office.

Therefore, the proposed resolution would extend the terms of the lease agreements with the City and not the SFRA until September 30, 1997.

According to Mr. Larry Florin of the Mayor's Treasure Island Project Office, the proposed resolution extending the terms of the lease agreements between the City and the Navy is needed because the Mayor's Treasure Island Project Office has secured a new sublease agreement with ATL Productions, Inc. for the use of Hangar 3, including Building 111, and Hangar 180 beginning April 7, 1997 and ending November 30, 1997 (see Item 9, File 65-97-3 of this report to the Finance Committee regarding the new sublease agreement between the City and ATL Productions, Inc.). Because the current lease agreements between the City and the Navy are due to expire on April 30, 1997 and June 30, 1997, the proposed resolution extending the terms of the lease agreements is necessary before the City can enter into a sublease agreement with ATL Productions, Inc.

According to Mr. Florin, the Mayor's Treasure Island Project Office is requesting an extension at the same terms of the current lease agreements until September 30, 1997 when Naval Station Treasure Island is scheduled to be closed. Under such lease agreements, the City will continue to share revenues from all of its subleases with the Navy until September 30, 1997. Mr. Florin states that the City is currently negotiating the terms of a new ten year lease agreement with the Navy for the period after September 30, 1997. Although the terms of the new ten year lease agreement are still being negotiated, Mr. Florin states that the City and the Navy have already agreed that the City would continue to lease the hangars and buildings at no cost

Memo to Finance Committee  
April 2, 1997 Finance Committee Meeting

to the City, and the City would be entitled to the full revenues from subleases. Mr. Florin states that the terms of the new ten year lease agreements would be subject to separate future approval by the Board of Supervisors.

**Comments:**

1. Mr. Florin reports that the City is currently subleasing the three hangars on Treasure Island for use as film production facilities. Hangar 2 is subleased to Off-Duty Productions at a rent of \$8,500 per month. The sublease with Off-Duty Productions will expire on June 30, 1997. Mr. Florin reports that Off-Duty Productions has indicated their interest in continuing to sublease Hangar 2 beyond June 30, 1997. Mr. Florin states that negotiations for a new sublease between the City and Off-Duty Productions are underway.

Hangar 3, including Building 111, and Hangar 180 are currently subleased to Walt Disney Productions at a rent of \$32,500 per month. The sublease with Walt Disney Productions will expire on March 31, 1997. As noted above, the Mayor's Treasure Island Project Office has secured a new sublease agreement with ATL Productions, Inc. for the use of Hangar 3, including Building 111, and Hangar 180 beginning April 7, 1997 and ending November 30, 1997. This sublease is subject to the approval of the Board of Supervisors and is Item 9, File 65-97-3 of this report to the Finance Committee.

2. According to Mr. Florin, if the proposed legislation is approved by the Board of Supervisors, the City and the United States Navy would share equally in the rental revenues from the subleases until September 30, 1997, when the proposed extension of the lease and license agreements between the City and the Navy would expire. After September 30, 1997, the City would be entitled to the full monthly revenues from the City's sublessees according to Mr. Florin.

**Recommendation:** Approve the proposed resolution.





Item 9 - File 65-97-3

**Department:** Mayor's Treasure Island Project Office

**Item:** Resolution approving and authorizing a new agreement by and between the City and County of San Francisco and ATL Productions, Inc. for the sublease of Hangars 3 and 180 on Naval Station Treasure Island.

**Location:** Treasure Island, Hangars 3 and 180

**Purpose of Lease:** Film Production

**Lessor:** City and County of San Francisco

**Lessee:** ATL Productions, Inc.

**No. of Sq. Ft.:** 183,507 square feet, including 144,767 square feet of Hangar 3 and 38,740 square feet of Hangar 180

**Monthly Lease Revenues:** **April 7, 1997 to May 1, 1997:** \$40,000 for Hangar 3 (144,767 sq. ft. @ approximately \$0.28 per square foot per month)

**May 1, 1997 to November 30, 1997:** \$50,000; \$35,000 per month for Hangar 3 (144,767 sq. ft. @ approximately \$0.24 per square foot per month) and \$15,000 per month for Hangar 180 (38,740 sq. ft. @ approximately \$0.39 per square foot per month)

**Term of Lease:** April 7, 1997 to April 30, 1997 (1 month) for Hangar 3 only

May 1, 1997 to November 30, 1997 (7 months) for both Hangars 3 and 180

**Utilities and Maintenance:** ATL Productions, Inc. would pay all utilities and maintenance costs

**Right of Renewal:** ATL Productions, Inc. would be granted two successive two-month options to extend the term of the sublease.

**Description:** The proposed resolution would approve a new eight month sublease agreement with ATL Productions, Inc. for the use of Hangars 3 and 180 to be used as a production facility by ATL Productions, Inc. for motion pictures. The hangars are located on Treasure Island and the agreements have been negotiated by the Mayor's Treasure Island Project Office.

**Comments:**

1. According to Mr. Larry Florin of the Mayor's Treasure Island Project Office, a prior sublease with Walt Disney Productions for Hangars 3 and 180 will expire on March 31, 1997. Currently, Walt Disney Productions is in the process of dismantling the movie props and returning the property to the required lease completion condition.

2. According to Mr. Florin, the monthly lease revenues from the proposed sublease agreement with ATL Productions, Inc. for Hangars 3 and 180 represents an increase of \$17,500 per month from the prior sublease agreement with Walt Disney Productions, from \$32,500 per month to \$50,000 per month.

3. The Board Supervisors previously approved legislation in December of 1996 (Files 64-96-16 and 64-96-16.1) authorizing an agreement between the City and the San Francisco Redevelopment Agency (SFRA) regarding the assignment and assumption of leases, subleases, licenses, and sublicenses relating to Naval Station Treasure Island and Yerba Buena Island (the "Base"). Under the previously approved legislation, the SFRA agreed to assign its interests in the Base leases, subleases, and other agreements to the Mayor's Treasure Island Project Office.

4. Mr. Florin advises that under the terms of the current lease agreements between the City and the Navy, revenues from subleases are shared equally between the two parties. Consequently, the City would only receive \$25,000 per month of the \$50,000 per month monthly sublease revenues under this proposed sublease agreement for Hangars 3 and 180.

5. According to Mr. Florin, there would be a period of less than a month in April in which ATL Productions, Inc. would be occupying only Hangar 3. For the period between April 7, 1997 and May 1, 1997, ATL Productions, Inc. would pay the City \$40,000 for the sublease of Hangar 3. These revenues would also be shared equally between the City and the Navy.

6. The current lease agreements between the City and the Navy for Hangars 3 and 180 are due to expire on June 30, 1997, but the Mayor's Treasure Island Project Office is requesting an extension on the terms of the lease agreement until September 30, 1997 when Naval Station Treasure Island is scheduled to be closed (see Item 8, File 64-97-5 of this report to the Finance Committee regarding the extension on the lease agreements between the City and the Navy for Hangars 3 and 180). Mr. Florin states that the City is currently negotiating the terms of a new ten year lease

agreement with the Navy for the period after September 30, 1997. Although the terms of the new ten year lease agreement are still being negotiated, Mr. Florin states that the City and the Navy have already agreed that the City would continue to lease the hangars and buildings at no cost to the City, and the City would be entitled to the full revenues from subleases. Consequently, the City would receive the entire \$50,000 monthly sublease revenues for October and November from its sublease with ATL Productions, Inc.

7. According to Mr. Florin, there was no competitive bidding in the award of Hangars 3 and 180 at Naval Base Treasure Island to ATL Productions, Inc. because the Mayor's Treasure Island Project Office received only the single offer for the hangars from ATL Production, Inc. Mr. Florin advises that the Mayor's Treasure Island Project Office did solicit two other prospective tenants but only ATL Production, Inc. was prepared to enter into a sublease. Mr. Florin also notes that the Board of Supervisors previously approved legislation which authorizes the Mayor's Treasure Island Project Office to enter into subleases and other agreements without competitive bidding (File No. 64-96-16).

8. According to Mr. Florin, Building 111 is attached to Hangar 3, and would be used by ATL Productions, Inc. for office space. Building 111 is included as part of the 144,767 square feet for Hangar 3. Consequently, the resolution should be amended to include reference to Building 111 by amending the last line to read "the sublease of Hangar 3, including Building 111, and Hangar 180 on Naval Station Treasure Island."

- Recommendation:**
1. In accordance with Comment No. 8, amend the resolution to include Building 111 by amending the last line to read "for the sublease of Hangar 3, including Building 111, and Hangar 180 on Naval Station Treasure Island."
  2. Approve the proposed resolution as amended.



Item 10 - File 27-97-4

**Department:** Office of the Mayor

**Item:** Resolution authorizing the Airport Commission to deduct from the Annual Service Payments, made by the San Francisco International Airport (SFIA) to the City's General Fund, any payments owed by the Bay Area Rapid Transit District (BART) to the SFIA and for the City to fully recapture any such reduction to the Annual Service Payments from BART through reduced annual payments due from the City to BART.

**Description:** In November, 1996, the Board of Supervisors approved a resolution approving the BART/SFIA agreement for the BART/SFIA Extension project, (BART to the Airport), providing for a contribution of SFIA revenue of up to \$200 million for the project. The full cost of the project is expected to be \$1.167 billion, funded from the following sources.

Federal Transit Administration	
(FTA) Full Funding Grant.....	\$ 750,000,000
SFIA .....	200,000,000
State Funding .....	108,000,000
SamTrans.....	99,000,000
Metropolitan Transportation Commission..	<u>10,000,000</u>
Total .....	\$1,167,000,000

The \$200 million SFIA contribution is expected to be financed through Airport Revenue Bonds, which will require separate Board of Supervisors approval before authorization to issue such bonds is permitted.

On March 3, 1997, the Mayor, the Airport Commission, BART, United Airlines and the Airport Transport Association (representing the airline tenants at SFIA) entered into an agreement concerning the SFIA repayment of debt service on the \$200 million contribution by the Airport to the BART/SFIA Extension project. The agreement stipulated that BART would effectively contribute to the repayment of the debt beginning July 1, 2001, by BART making lease payments of \$2.5 million annually to SFIA for a period of 50 years, or a total of \$125 million, through a charge by the SFIA to BART, related to the BART/SFIA Extension Project, in consideration for BART leasing SFIA property for BART facilities and equipment. When the BART/SFIA Extension project is completed, BART will also be responsible for operations and maintenance costs for its facilities at the



SFIA, and must pay for any services provided by the SFIA to BART such as security services in addition to the \$2.5 million annual lease payment. As of the writing of this report, the lease agreement between BART and the SFIA was in the final stages of negotiation and is expected to be approved at the April 1, 1997 Airport Commission meeting, according to the Mayor's Office. The lease agreement will be subject to approval by the Board of Supervisors.

The March 3, 1997 agreement between the Mayor, the Airport Commission, BART, United Airlines and the Airport Transport Association further states that, until June 30, 2011, should BART fail to make the previously-cited \$2.5 million annual lease payments to the SFIA or payments to the SFIA for any maintenance or operations services performed by SFIA on behalf of BART, the SFIA would deduct an equal amount from the Annual Service Payments which SFIA pays to the City's General Fund, and that the City, in turn, would withhold an equal amount from any payments due from the City to BART. Such payments due from the City to BART include costs for MUNI Fastpass users who ride BART within the City at no additional charge and Property Taxes collected by the City for BART.

On June 30, 2011, a 1981 settlement agreement between the City and the airline tenants expires. The Budget Analyst has previously reported to the Board of Supervisors that the expiration of the settlement agreement could end the Annual Service Payments made by the SFIA to the City's General Fund because nothing in the agreement requires or even permits the SFIA to continue to make such Annual Service Payments to the City's General Fund.<sup>1</sup>

The Annual Service Payments which the SFIA pays to the City's General Fund is equal to 15 percent of the Airport's non-aeronautical revenues (primarily concession revenues). The FY 1996-97 budgeted revenue for the SFIA's Annual Service Payment to the City's General Fund is approximately \$14.1 million. This amount is net of a gross Annual Service Payment of approximately \$19.0 million less approximately \$4.9 million for repayment of a \$25.0 million advance received by the City from the SFIA in FY 1993-94. It is anticipated that the \$25.0 million advance will be fully repaid by the City to SFIA as of June 30, 2000.

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<sup>1</sup> Analysis of the Original Funding Sources and Retained Earnings (Surpluses) of the City and County of San Francisco's San Francisco International Airport (July 19, 1996)

As noted above, presently, the City pays BART, using funds appropriated in the Department of Public Transportation's Municipal Railway budget, for the costs of Muni Fastpass users who ride BART at no additional charge within the City of San Francisco. The projected FY 1996-97 costs to the City for this purpose are approximately \$4.8 million. BART also receives Property Taxes collected by the City in the amount of approximately \$14.0 million for FY 1996-97.

The proposed agreement concerning the BART/SFIA Extension Project stipulates that if the SFIA's Annual Service Payment to the City's General Fund is reduced because of non-payment by BART to the SFIA for the annual lease charge of \$2.5 million for 50 years in consideration for BART leasing SFIA property and or maintenance and operation services provided by SFIA on behalf of BART, then the City would in turn reduce the City's annual payments due to BART in an equal amount.

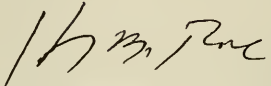
**Comments:**

1. According to Mr. Stuart Sunshine of the Mayor's Office, the provisions of this agreement described above were negotiated in order to obtain assurances that BART would meet its financial obligations for the BART to the Airport Extension project.

2. By guaranteeing, under this proposed agreement, that the SFIA will be protected from any failure by BART to make the lease payments to the SFIA of \$2.5 million annually for 50 years, the City's General Fund is at risk of losing revenue from a reduction in the Annual Service Payments made by the SFIA because, under this proposed agreement, such a failure to pay by BART would enable the Airport to make corresponding reduced Annual Service Payments to the City's General Fund. According to the Mayor's Office, the Airlines and the Airport Transport Association wanted protection in case BART failed to pay its rent. As a result all parties agreed to secure BART's obligation by deducting the amount from the SFIA Annual Service Payments to the City's General Fund. However, all parties agreed that the City has the right to unilaterally deduct an equal amount from the City's annual payment to BART as previously cited in this report. This proposed resolution stipulates that the Controller of the City and County of San Francisco will be responsible for deducting any lost Annual Service Payment revenue to the City's General Fund from any of the above-cited annual payments due from the City to BART.

Memo to Finance Committee  
April 2, 1997

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

## REGULAR MEETING

SEP 11 2000

SAN FRANCISCO  
PUBLIC LIBRARYWEDNESDAY, APRIL 9, 1997 - 1:00 P.M.VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

**Meeting Convened: 1:05 p.m.**

Present: Supervisors Leal, Kaufman

Absent: Supervisor Brown

1. File 101-96-50. [Appropriation, Fire Department] Ordinance appropriating \$1,653,393, Fire Department, from the General Fund Reserve for salaries, materials and supplies, equipment purchase and services of other departments to fund the cost of transferring the Paramedic Division from Public Health to the Fire Department for fiscal year 1996-97; placing \$508,268 on reserve. RO #96228. (Supervisor Kaufman) (COMPANION TO THE FOLLOWING FILES.)  
(Continued from 4/02/97.)

SPEAKERS: Steve Agostini, Director, Mayor's Office of Finance; Chief Robert Demmons, Fire Department

ACTION: Hearing held. RECOMMENDED.

2. File 30-97-3. [Paramedic Function Transfer] Resolution supporting a transfer of paramedic function from the Health Department to the Fire Department. (Supervisor Kaufman) (COMPANION TO THE PRECEDING AND FOLLOWING FILES.)  
(Continued from 4/02/97.)

SPEAKERS: Steve Agostini, Director, Mayor's Office of Finance; Chief Robert Demmons, Fire Department

ACTION: Hearing held. RECOMMENDED.

3. File 118-97-1. [Emergency Medical Services] Ordinance amending Health Code by repealing Section 112 which authorizes the Department of Public Health to provide emergency medical services and by adding a new Section 112 relating to the provision of emergency medical services by the Fire Department with Health Commission approval. (Supervisor Kaufman) (COMPANION MEASURE TO THE PRECEDING FILES.)  
(Continued from 4/02/97.)

SPEAKERS: Steve Agostini, Director, Mayor's Office of Finance; Chief Robert Demmons, Fire Department

ACTION: Hearing held. RECOMMENDED.





4. File 101-96-52. [Appropriation, Police Department] Ordinance appropriating \$575,000, Police Department, of Citizens' Option for Public Safety (COPS) Program Revenue to match the COPS-MORE grant and implement a behavioral health benefits program for fiscal year 1996-97; companion measure to Files 143-97-2 and 207-97-8. RO #96247. (Controller) (COMPANION TO THE FOLLOWING FILES.)

SPEAKERS: Harvey Rose, Budget Analyst; Chief Bill Walsh, Police Department

ACTION: Hearing held. AMENDED. RECOMMENDED AS AMENDED.

Amend title, line 1, by replacing "\$575,000" with "\$561,785"; amend line 3, after "97" by adding ", PLACING \$366,900 on RESERVE"; amend line 15, by replacing "\$575,000" with "\$561,785"; amend line 18, by replacing "\$475,000" with "\$461,785"; amend line 22, by replacing "\$575,000" with "\$561,785"; further amend by adding a "Section 2 to read as follows: "Section 2. Funds in the amount of \$366,900 in State AB 3229 funds for the local share of the Feeral COPS-MORE grant are placed on reserve, pending (a) EIPSC approval; (b) the selection of vendors and consultants and the MBE/WBE status of the consultants; and (c) the submission of finalized cost details for equipment, consultants and in-house project staff; \$13,215 in State AB 3229 funds, pending authorization from the appropriate agency or agencies for the Police Department to utilize this funding for an alternative use." (See new title below.)

NEW TITLE: Ordinance appropriating \$561,785, Police Department, of Citizens' Option for Public Safety (COPS) Program Revenue to match the COPS-MORE grant and implement a behavioral health benefits program for fiscal year 1996-97, placing \$366,900 on reserve; companion measure to Files 143-97-2 and 207-97-8. RO #96247. (Controller)

5. File 143-97-2. [Grant, "COPS MORE '96" Program] Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for retroactively, accept and expend funds in the amount of One Million Five Hundred Fifty Eight Thousand Seven Hundred Seventeen Dollars (\$1,558,717), excluding indirect costs not allowed under this program, for a project known as "COPS-MORE '96" and agreeing to provide a local match in the amount of Five Hundred Nineteen Thousand Five Hundred Seventy Three Dollars (\$519,573); companion measure to Files 101-96-52 and 207-97-8. (Mayor) (COMPANION TO THE PRECEDING AND FOLLOWING FILES.)

SPEAKERS: Harvey Rose, Budget Analyst; Chief Bill Walsh, Police Department



ACTION: Hearing held. AMENDED. RECOMMENDED. AS AMENDED.  
Amend title, line 4, by replacing "ONE MILLION FIVE HUNDRED FIFTY EIGHT THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS (\$1,558,717)" with "ONE MILLION FIVE HUNDRED NINETEEN THOUSAND SEVENTY TWO DOLLARS (\$1,519,072)"; amend lines 7, 8 and 9 by replacing "FIVE HUNDRED NINETEEN THOUSAND FIVE HUNDRED SEVENTY THREE DOLLARS (\$519,573)" with "FIVE HUNDRED SIX THOUSAND THREE HUNDRED FIFTY EIGHT DOLLARS (\$506,358)", PLACING \$1,234,417 ON RESERVE."; amend page 2, lines 12 and 13, by replacing "ONE MILLION FIVE HUNDRED FIFTY EIGHT THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS (\$1,558,717)" with "ONE MILLION FIVE HUNDRED NINETEEN THOUSAND SEVENTY TWO HUNDRED DOLLARS (\$1,519,072)"; amend lines 17 and 18, by replacing "FIVE HUNDRED NINETEEN THOUSAND FIVE HUNDRED SEVENTY THREE DOLLARS (\$519,573)" with "FIVE HUNDRED SIX THOUSAND THREE HUNDRED FIFTY EIGHT DOLLARS (\$506,358) further amend by adding a FURTHER RESOLVE CLAUSE to read as follows: "FURTHER RESOLVED, that the Finance Committee hereby reserve \$1,234,417 in Federal COPS-MORE grant funds, pending (a) EIPSC approval, (b) the selection of vendors and consultants and the MBE/WBE status of the consultant, and (c) the submission of finalized cost details for equipment, consultants and in-house project staff." (See new title below.)

NEW TITLE: Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for retroactively, accept and expend funds in the amount of One Million Five Hundred Nineteen Thousand Seventy two Hundred Dollars (\$1,519,072), excluding indirect costs not allowed under this program, for a project known as "COPS-MORE '96" and agreeing to provide a local match in the amount of Five Hundred Six Thousand Three Hundred Fifty Eight Dollars (\$506,358), placing \$1,234,417 on reserve; companion measure to Files 101-96-52 and 207-97-8. (Mayor)

6. File 207-97-8. [Police Behavioral Health Benefits Insurance] Resolution authorizing the San Francisco Police Department to obtain behavioral health benefits insurance coverage for its members; companion measure to Files 101-96-52 and 143-97-2. (Mayor) (COMPANION TO THE PRECEDING FILES.)

ACTION: Hearing held. RECOMMENDED.

7. File 101-96-53. [Appropriation, Fine Arts Museum] Ordinance appropriating \$66,485, Fine Arts Museum, from Hotel Tax Revenue and rescinding \$124,457 from services of other departments to appropriate \$190,942 to salaries and fringe benefits to cover budget shortfall for fiscal year 1996-97. RO #96259. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Harry S. Parker, Fine Arts Museum; Mike Watson, Mayor's Office



**ACTION:** Hearing held. AMENDED. RECOMMENDED AS AMENDED.  
Amend title, line 2, by replacing "\$190,942" with "\$155,226"; amend line 15, by replacing "\$124,457" with "\$88,741"; amend line 18, by replacing "\$162,982" with "\$155,226"; amend line 20, by replacing "\$27,960" with "\$0"; amend line 21, by replacing "\$190,942" with "\$155,226". (See new title below.)

**NEW TITLE:** Ordinance appropriating \$66,485, Fine Arts Museum, from Hotel Tax Revenue and rescinding \$88,741 from services of other departments to appropriate \$155,226 to salaries and fringe benefits to cover budget shortfall for fiscal year 1996-97. RO #96259. (Controller)

8. File 101-96-54. [Appropriation, PTC-Municipal Railway] Ordinance appropriating \$372,639, Department of Public Transportation – Municipal Railway, from Fare Revenue for salaries, fringe benefits and professional services for the creation of thirty-eight (38) positions to implement Prop J audit recommendations for fiscal year 1996-97; companion measure to File 102-96-14. RO #96260. (Controller) (COMPANION TO FOLLOWING FILE.)

**SPEAKERS;** Harvey Rose, Budget Analyst; Steve Agostini, Director, Mayor's Office of Finance; Emilio Cruz, Director, Public Transportation/Municipal Railway; John Madden, Administrator, Controller's Office

**ACTION:** Hearing held. AMENDED. RECOMMENDED AS AMENDED.  
Amend title, line 1, by replacing "\$372,639" with "\$358,789"; line 2, replace "THRITY EIGHT (38)" with "THIRTY SEVEN (37)", line 4, after "97" by inserting ", PLACING \$92,675 ON RESERVE"; amend line 12, by replacing "\$372,639" with "\$358,789"; amend page 2, line 22, by replacing "\$11,260" with "\$0", amend line 23, by replacing "\$2,590" with "\$0"; amend page 3, line 5, by replacing "\$33,640" with "\$14,370"; amend line 6, by replacing "\$7,737" with "\$3,305"; amend line 7, by replacing "\$372,639" with "\$358,789"; amend line 9, by replacing "Thirty Eight" with "Thirty Seven"; further amend by adding a Section 3 to read as follows: "Section 3. Funds in the total amount of \$92,675 are hereby placed on reserve pending approval of the Finance Committee (\$75,000 other professional services, \$23,675 permanent salaries and mandatory fringe benefits), reserving one (1) position 1276N Department Personnel Director; amend page 4, line 6, by replacing "38" with "37". (See new title below.)

**NEW TITLE:** Ordinance appropriating \$358,789, Department of Public Transportation – Municipal Railway, from Fare Revenue for salaries, fringe benefits and professional services for the creation of thirty-seven (37) positions to implement Prop J audit recommendations for fiscal year 1996-97, placing \$75,000 on reserve; companion measure to File 102-96-14. RO #96260. (Controller)





9. File 102-96-14. [Library Ordinance Amendment, PTC-M [Municipal Railway] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97), reflecting the creation of thirty-eight (38) positions at the Department of Public Transportation-Municipal Railway; companion measure to File 101-96-54. (Department of Human Resources) (COMPANION TO PRECEDING FILE.)

SPEAKERS: Harvey Rose, Budget Analyst; Steve Agostini, Director, Mayor's Office of Finance; Emilio Cruz, Director, Public Transportation/Municipal Railway; John Madden, Administrator, Controller's Office

ACTION: Hearing held. AMENDED. RECOMMENDED AS AMENDED.  
" Amend title, line 2, by replacing, "THIRTY EIGHT (38)" with "THIRTY SEVEN"; amend line 14, by replacing "added" with "reserved"; amend line 21, by deleting entire line ("I added 1 1372 N Special Assistant XIII SC \$2252B2737"); further amend by adding a Section 2 to read as follows: "Section 2. Reserve position of one (1) 1276 N Department Personnel Director pending approval by the Finance Committee." (See new title below.)

NEW TITLE: Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97), reflecting the creation of thirty-seven (37) positions at the Department of Public Transportation-Municipal Railway; companion measure to File 101-96-54. (Department of Human Resources)

10. File 101-96-55. [Appropriation, Planning Department] Ordinance appropriating \$295,400, Planning Department, of Planning Commission Fee Revenue for salaries, fringe benefits, other current expenses, equipment purchase, and services of other departments for the creation of nine (9) positions to expand permitting services for fiscal year 1996-97; companion measure to File 102-96-13. RO #96254. (Controller) (COMPANION TO FOLLOWING FILE.)

SPEAKERS: Harvey Rose, Budget Analyst; Gerald Green, Director, City Planning Department; Joe Donahue - SUPPORT; Debra Stein - SUPPORT; Anita Hill Harris -SUPPORT; Tobbi LaVine -SUPPORT; Michael Berkowitz - SUPPORT, Planning Department

ACTION: Hearing held. AMENDED. RECOMMENDED AS AMENDED.  
Amend title, lines 1 and 13 , by replacing "\$295,400" with "\$291,902"; amend line 19, by replacing "Temporary" with "Permanent"; amend line 23, by replacing "\$140,000" with "\$139,702"; amend page 2, line 5, by replacing "\$20,000 with "\$16,818"; amend line 11, by replacing "\$295,400" with "\$291,910". (See new title below.)

NEW TITLE: Ordinance appropriating \$291,902, Planning Department, of Planning Commission Fee Revenue for salaries, fringe benefits, other current expenses, equipment purchase, and services of other departments for the creation of nine (9) positions to expand permitting services for fiscal year 1996-97; companion measure to File 102-96-13. RO #96254. (Controller)



11. File 102-96-13. [Salary Ordinance Amendment, Planning Dept.] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97), reflecting the creation of nine (9) positions in Planning Department; companion measure to File 101-96-55. (Department of Human Resources) (COMPANION TO PRECEDING FILE.)

SPEAKERS: Harvey Rose, Budget Analyst; Gerald Green, Director, City Planning Department; Joe Donahue – SUPPORT; Debra Stein – SUPPORT; Anita Hill Harris –SUPPORT; Tobbi LaVine –SUPPORT; Michael Berkowitz – SUPPORT, Planning Department

ACTION: Hearing held. RECOMMENDED.

12. File 172-97-8. [Authorization to Indemnify, Seacliff Repairs] Resolution authorizing the Department of Public Works to enter into agreement of indemnity with Shapiro, Okino, Hom & Associates from claims arising out of its services at Seacliff. (Also see File 28-96-1)

SPEAKERS: Steven Meier, Department of Public Works

ACTION: Hearing held. RECOMMENDED.

13. File 100-96-1.7. [Reserved Funds, District Attorney] Hearing to consider release of reserved funds, District Attorney, in the amount of \$141,500 to fund the District Attorney's Office 1996-1997 information systems master plan, approved by the Electronic Information Processing Steering Committee (EIPSC). (District Attorney)

ACTION: Hearing held. CONSIDERATION CONTINUED TO APRIL 23, 1997.

### LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. Now pending:

File No. 97-97-15, Ordinance, Fiscal Impact Legislation, (Kaufman), 30 day Rule expires 4/24/97.

File No. 240-97-1, Draft Ordinance, Labor/Management Card Check Representation, union registration, (Ammiano), 30 day Rule expires 5/1/97.

Watch future calendars for scheduling of these matters.

VOTE ON ALL ITEMS WAS 2 – 0, FOR ENTIRE MEETING. (Supervisor Brown Absent)

Meeting Adjourned: 3:06 p.m.





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CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

April 4, 1997

**TO:** Finance Committee

DOCUMENTS DEPT.

**FROM:** Budget Analyst *Recommendation for meeting of*

APR 08 1997

**SUBJECT:** April 9, 1997 Finance Committee Meeting

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Items 1, 2 and 3 - Files 101-96-50, 30-97-3 and 118-97-1

**Note:** These items were continued by the Finance Committee at its meeting of April 2, 1997.

**Department:** San Francisco Fire Department (SFFD)  
San Francisco Department of Public Health (DPH)

**Items:** File 101-96-50: Supplemental appropriation ordinance appropriating \$1,653,393 for transition costs related to transferring the Paramedic Division of the Department of Public Health (DPH) to the Fire Department (SFFD) for FY 1996-97.

File 30-97-3: Resolution supporting a transfer of the paramedic function from the DPH to the SFFD.

File 118-97-1: Ordinance amending the Health Code by repealing Section 112, which authorizes the DPH to provide emergency medical services, and by adding a new Section 112 relating to the provision of emergency medical services by the SFFD, with Health Commission oversight.

**Amount:** \$1,653,393

**Source of Funds:** General Fund Reserve

**Background:** As part of a State-mandated update of the City of San Francisco's Emergency Medical Services Plan, the DPH Emergency Medical Services Agency (EMSA) coordinated a planning process during FY 1995-96 to define the optimal emergency medical system for the City. San Francisco's emergency medical system has historically involved paramedic services based in the DPH, with the Fire Department as the first responders. However, in February of 1996, the EMSA issued a report on the San Francisco Emergency Medical Services Configuration Plan, which recommended transfer of the paramedic function from the DPH to the SFFD. The report states that the new configuration plan is based on Seattle's EMS system (see Comment No. 3). In addition to consolidating emergency medical services in the SFFD, the plan would introduce a multi-tiered response and transport approach, and would significantly increase the number of trained Paramedics through cross-training of Firefighters. Cross-training of Paramedics would, similarly, increase the number of trained Firefighters in the SFFD. (See further explanation below.)

San Francisco currently provides the same response and transport for all 911 medical calls: two Paramedics capable of providing Advanced Life Support (ALS) treatment, with an ambulance. ALS treatment, which requires approximately 1,200 hours of paramedic training, includes advanced levels of assessment and treatment, and the administration of medication, including intravenous medication. In nearly half of 911 medical calls, fire engines are also dispatched to provide more rapid response. SFFD Firefighters are able to provide Basic Life Support (BLS) treatment until the ALS ambulance arrives. BLS can be provided by individuals with Emergency Medical Technician (EMT) certification, which involves 110 hours of training and at least four hours of optional defibrillation training. (Defibrillation is a procedure used in cases of cardiac arrest, in which an electric shock is administered to the heart to restore its normal rhythm.) BLS treatment includes first aid, cardiopulmonary resuscitation (CPR) and defibrillation.

Under the proposed configuration plan, San Francisco would adopt a multi-tiered approach under which criteria-based dispatching would be used to dispatch ALS units or Basic Life Support (BLS) units, depending upon the patient's condition. The proposed configuration plan would provide for a variety of types of response to 911 medical calls, including (1) standard ALS, two Paramedic ambulances; (2) ambulances staffed by one Paramedic and one EMT Firefighter; (3) fire engines with a Firefighter/Paramedic on board; and (4) fire engines staffed by EMT Firefighters. However, the introduction of ambulances staffed by one Paramedic and one EMT Firefighter would not occur until the initial transition of paramedic functions to the SFFD has been phased in, and its effectiveness would be evaluated after implementation to determine the permanent configuration of the response mix. The general purpose of the multi-tiered approach is to focus ALS resources on the most life-threatening 911 medical calls.

While Paramedics currently work 8 hour shifts and 40-hour weeks, those Paramedics who opt to complete the training to become Fire Rescue/Paramedics (see below) would convert to the 24-hour shifts and 48-hour work weeks that are standard for Firefighters. Ms. Abby Yant of the DPH EMSA states that the 24-hour shifts would enable the SFFD to staff more ALS ambulances around the clock than are currently staffed. Specifically, the DPH currently deploys 10 to 14 ambulances at all times. Under the proposed configuration plan, 16 ambulances would be deployed at all times. Eventually, it is anticipated that a minimum of 24 ALS fire engines, with at least one trained Paramedic on board, will also be deployed on a regular basis.

Ambulances deployed by the DPH Paramedic Division currently move within assigned zones of the City, which are adjusted based on analysis of the probability of occurrence of calls by geographic area and time. Under the proposed configuration plan, ambulances and Paramedics would be assigned to 16 of the 41 Fire Stations in the City, although ambulances might be moved between fire stations during a shift to ensure that response standards can be met. Restocking of materials and equipment to ambulances would also be carried out at Fire Stations, rather than at a central storeroom, as is currently done. The DPH currently has 26 ambulances, but purchase of another three was authorized in the FY 1996-97 budget, and the proposed supplemental appropriation includes a request for another two ambulances, to bring the total ambulance fleet to 31.

(See discussion of supplemental appropriation, File 101-96-50).

Under the proposed plan, all Paramedics would be given the option, at the time of the transfer to the SFFD, to train to become Fire Rescue Paramedics. This would be a new classification, requiring licensed Paramedics to undergo on-the-job training in fire suppression techniques. Fire Rescue/Paramedics would assist in certain tasks of fire fighting, in addition to providing ALS services. As Uniform employees, Fire Rescue/Paramedics would convert to the 24-hour shifts discussed above. Fire Rescue/Paramedics could then train to become Firefighter/Paramedics, or could choose to remain Fire Rescue/Paramedics. In addition, the proposed plan would permit up to 82 Firefighters to cross train to become Firefighter/Paramedics over a period of three years. The end result would be a major increase in the number of Paramedics and Firefighters. (See Comment No. 3.)

The DPH Paramedic Division currently has 168 authorized Paramedic positions. Information provided by Captain Richard Shortall of the SFFD indicates that, after a three year period during which Firefighters who wish to cross train as Paramedics undergo such training, the SFFD would have a total of up to 243 staff people with paramedic training, a 45 percent increase, including those who transfer from the DPH and Firefighters who complete the cross training and required State paramedic certification. (See Comment No. 3.) Ms. Yant states that the goal of introducing the multi-tiered response, changing Paramedics to 24-hour shifts, and increasing the number of Paramedics is to reduce the ALS response time from the current 8 to 10 minutes to approximately 4.5 minutes.

The proposed plan also addresses concerns about inadequate field supervision of emergency medical services, by increasing the number of Paramedic Supervisors from 17 to 28, a 65 percent increase, thereby increasing the number of Paramedic Supervisors on duty in the field at any given time from the current one or two to four. (Paramedic Supervisors are assigned to field positions as well as to administrative positions, including management of Continuous Quality Improvement, Training, Research, etc.) Paramedic Supervisors would be given a new classification of Fire/Paramedic Captain. See the discussion of ongoing costs of the transfer for a comparison of current Paramedic Division management costs with the cost of the proposed new configuration.

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The February 1996 EMSA report, "Optimizing the Configuration of San Francisco's Emergency Medical Services," summarized the reasons for the proposed changes to the EMS system as follows: (1) to ensure faster response times for emergencies throughout the City; (2) to use resources more cost-effectively through careful targeting of emergency services to emergency needs; (3) to offer better emergency service to all neighborhoods, particularly those that are currently underserved; and (4) to eliminate wasteful duplication of services.

The proposed configuration plan was approved by a joint meeting of the Health Commission and the Fire Commission on February 18, 1997. The plan will be submitted to the State Emergency Medical Services Authority in the near future which must approve the plan. Ms. Yant states that the SF EMSA has already met with the State Emergency Medical Services Authority and anticipates approval of the plan. The implementation schedule prepared by the EMSA assumes that transfer of the paramedic function from the DPH to the SFFD will occur as of July 1, 1997. Although the legislation before the Finance Committee at this meeting of March 26, 1997 does not authorize any new positions or classifications, or approve a budget for the new EMS Division of the SFFD, approval of the subject legislation (Files 30-97-3 and 101-96-50) will have the effect of authorizing the transfer of paramedic functions from the DPH to the SFFD which will result in submission of such budget requests at a later date (presumably as part of the FY 1997-98 budget process). In addition, approval of the proposed legislation implies approval not only of the transfer of functions, but also of at least the initial phase of the planned cross training of Paramedics and Firefighters, and ultimately of the goal of reducing ALS response time from 8-10 minutes to approximately 4.5 minutes.

**Description:**

**Item 2, File 30-97-3** is a resolution which would support the transfer of the paramedic function from the Department of Public Health to the Fire Department and states that the Board of Supervisors supports the transition costs that are necessary to effect this change. Both the Health and Fire Commissions have approved this transfer. In addition, the proposed resolution specifically states that the Board of Supervisors supports a paramedic training academy for the cross-training of Firefighters as Paramedics and the attendance of Paramedics at Fire College for cross-training of Paramedics as Firefighters. According to Dr. Mitch Katz of the Department of Public Health, this resolution is the



overall policy statement supporting the proposed actions which would transfer the responsibility for emergency medical services from the Department of Public Health to the Fire Department. See the description on ongoing costs for the Budget Analyst's estimate of the increased annual personnel costs related to such cross-training. At this time, Item 1, File 101-96-50 contains a request for \$1,653,393 in General Fund monies to fund one-time transition costs only.

**Item 3, File 118-97-1** would repeal Chapter V, Part II, Section 112 of the City's Health Code which specifically authorizes the Department of Public Health to provide and maintain emergency medical services, to provide emergency first aid care to persons in need and to maintain the associated emergency ambulance services. The proposed ordinance (File 118-97-1) would replace this repealed Section with a new Section 112 to the City's Health Code specifying that the Fire Department would now be authorized to provide emergency medical services, with the approval of the Health Commission and subject to those conditions and requirements established by the Health Commission, pursuant to Charter Section 4.110. Charter Section 4.110 states that the Health Commission and the Department of Public Health is responsible for managing and controlling the City and County hospitals, emergency medical services, and in general is responsible for providing for the preservation, promotion and protection of the physical and mental health of the inhabitants of San Francisco.

In accordance with the proposed ordinance, the Department of Public Health would also determine which Fire Department personnel would provide emergency medical service and would determine the standards, policies and medical protocols that would govern the Fire Department in its operations with respect to these emergency medical services. As stated in the proposed ordinance, nothing in this ordinance is intended to affect the authority granted to the San Francisco Emergency Medical Services Agency (EMSA), which serves as the local emergency medical services agency under State law.

Ms. Paula Jesson of the City Attorney's Office reports that the Department of Public Health would remain as the local EMSA, which is the State authorized regulatory body responsible for overseeing, coordinating and supporting the Advanced Life Support (ALS) providers. According to Ms. Jesson, the proposed ordinance (File 118-97-1) would therefore only change the provider of the City's emergency

medical services from the Department of Public Health to the Fire Department. In addition, Ms. Jesson reports that as is now being done in most cities and counties, it is preferable to separate the responsibilities for regulating the emergency medical services (which would continue to be the responsibility of the Department of Public Health), from the responsibilities for providing the emergency medical services, (which would become the responsibility of the Fire Department).

**Item 1, File 101-96-50** is a supplemental appropriation to cover the transition costs of transferring the paramedic function from the DPH to the SFFD. In other words, the proposed supplemental appropriation is designed to cover the various one-time costs that would be incurred in order to (1) provide fire retardant uniforms for the Paramedics who opt to become Fire Rescue Paramedics; (2) provide additional vehicles, including two ambulances, four vehicles for field supervision, and two large vans for delivery of supplies; (3) supply the 16 Fire Stations with beds, lockers and start-up supplies for accommodating Paramedics and ambulances; (4) purchase computer, telephone, and radio equipment, to accommodate a combined fire/paramedic dispatch unit at the current Paramedic Dispatch Center; (5) purchase computer and office equipment to transfer paramedic training and administrative functions from DPH offices to SFFD offices; (6) train Paramedics to become Fire Rescue Paramedics and start a clinical paramedic training program for Firefighters at San Francisco General Hospital (SFGH); and (7) provide staff to manage the transition.

**Budget:**

The proposed budget for transition costs is summarized as follows:

<u>Category</u>	<u>Cost</u>
Uniforms	\$92,030
Ambulances & EMS Vehicles	541,064
Fire Station Improvements	147,678
Dispatch Center Improvements	201,792
EMS Administrative Office Improvements	262,813
Training	335,464
Transition Management	<u>72,552</u>
Total Transition Budget	\$1,653,393

A copy of the detailed budget, by category, is shown as Attachment No. 1 to this report.

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Uniforms (\$92,030)

The \$92,030 uniform budget includes a total of \$72,279 to purchase long and short-sleeved shirts, trousers and safety shoes for the approximately 150 DPH Paramedics who are expected to opt to become Fire Rescue/Paramedics. Captain Shortall states that, while one reason to purchase the new uniforms is to achieve a standard "look" among all SFFD employees, the primary objective is to ensure that all personnel involved in fire fighting have flame resistant clothing. Captain Shortall states that the shirts and trousers currently worn by Paramedics are a cotton blend that is more flammable than the wool blend that would be purchased. The uniform budget also includes a total of \$13,818 for new badges and lapel pins which will identify the Paramedics and management staff as SFFD employees. Finally, the uniform budget includes \$2,320 for belts and \$3,613 for buckles.

Mr. Michael Ward of the Purchaser's Office advises that the proposed purchase of uniforms would be carried out under an existing contract for SFFD uniforms, which was competitively bid.

Ambulances and EMS Vehicles (\$541,064)

As described above, the new deployment and shifts of Paramedics would enable the SFFD to increase staffing of ALS ambulances from the current 10 to 14 to a total of 16 ambulances on active duty at all times, if a sufficient number of Paramedics opt to become Fire Rescue/Paramedics and switch to 24-hour shifts. Ms. Yant states that deployment of 16 ambulances around the clock is expected to reduce the ALS response time, even prior to cross-training of Firefighters to increase the number of Paramedics. However, Ms. Yant states that it is not possible for the EMSA to accurately predict what the response time will be following deployment of 16 ambulances. The Budget Analyst notes that approval of two ambulances requested in the proposed supplemental appropriation would, in effect, constitute a policy decision by the Board of Supervisors to increase the deployment of ambulances and Paramedics on a round-the-clock basis.

Captain Shortall advises that the Paramedic Division currently has 26 ambulances. Captain Shortall states that the DPH was authorized to purchase an additional three ambulances as part of the FY 1996-97 budget, although such purchase has not yet taken place. According to Captain Shortall, in order to ensure the availability of 16

ambulances at all times, the SFFD needs to purchase an additional two ambulances, at a total cost of \$260,000, or \$130,000 each. Mr. Ward advises that the Purchaser plans to purchase the two ambulances requested in this supplemental appropriation with the three ambulances already funded, in order to obtain the most advantageous price and delivery date for these vehicles.

If this purchase is approved, and the three ambulances previously authorized are also purchased, the total number of ambulances would increase from 26 to 31. If 16 ambulances are deployed, there would typically be 15 ambulances on reserve. Captain Shortall states that extra ambulances are required to handle special events, as well as to ensure ambulance availability when vehicles are being serviced. Mr. Ron Louie of the DPH advises that up to five ambulances are typically being serviced at most times. Mr. Louie further advises that, of the 26 ambulances currently available, 12 have exceeded 100,000 miles.

Captain Shortall states that the Paramedic Division currently has two vans that are used by Paramedic Field Supervisors. However, Captain Shortall advises that these vans have over 100,000 miles and are in a poor state of repair, and will therefore be used instead by training personnel following the transition. As described earlier, the SFFD plans to request an increase in Paramedic Supervisor staffing (reclassifying such positions as Fire/Paramedic Captains) in the FY 1997-98 budget, largely in order to deploy four Paramedic Supervisors in the field at all times, rather than the current one or two. The proposed transition budget includes \$122,000 for the purchase of four utility vehicles to be used by the Fire/Paramedic Captains who would function as field supervisors. Again, the Budget Analyst notes that approval of the vehicles at this time presupposes that the Board of Supervisors will approve the creation of an additional 15 Fire/Paramedic Captains as part of the FY 1997-98 budget.

Mr. Ward advises that it will be difficult for the Purchaser's Office to purchase the proposed vehicles prior to the model year close out. Mr. Ward cautions that this may make it impossible for the Purchaser to obtain the specified vehicles from the factory, and could render their purchase from dealers more expensive than anticipated. As of the writing of this report, Mr. Ward had not received full specifications of the proposed vehicles, and could not verify the budgeted amounts for vehicles.



A total of \$80,664 is budgeted to outfit the new ambulances and Field Supervisor vehicles with lights (\$14,700) and to provide the new ambulances with Automatic Vehicle Locators (AVLs) (\$13,764). Mobile radios would be furnished to all of the new vehicles (\$5,575), as well as approximately 50 existing vehicles (\$46,625) which, according to Captain Shortall, have radios that cannot pick up channels used by the SFFD, at a total cost of \$52,200. Mr. Ward states that the Purchaser has not yet reviewed detailed specifications for these items, and so cannot verify the amounts budgeted by the SFFD. Mr. Ward states that the Purchaser will obtain competitive bids for these items if they are approved by the Board of Supervisors.

The proposed transition budget includes \$56,000 to purchase two large delivery vans. The Paramedic Division currently has no large delivery vans. Under the current Paramedic Division, supplies are distributed from a central location. Because supplies would, under the SFFD, be decentralized at the 16 Fire Stations, Captain Shortall states that two new delivery vans are needed.

The Budget Analyst recommends that the \$472,039 for purchase of two ambulances (\$260,000), four utility vehicles (\$122,000), two delivery vans (\$56,000) and related mobile radios (\$5,575) and outfitting equipment (\$14,700 plus \$13,764) be placed on reserve, pending submission to the Finance Committee of verification of actual costs. The recommended reserve would not delay the purchase of the subject vehicles, as the Purchaser's Office can order the subject vehicles once the funding has been appropriated by the Board of Supervisors. The release of reserved funds can be heard by the Finance Committee at the Department's request.

The vehicle budget also includes \$22,400 to paint the entire ambulance fleet. The purpose of the painting is to identify the ambulances as SFFD vehicles, rather than DPH vehicles.

#### Fire Station Improvements (\$147,678)

The \$147,678 budget for improvements to the 16 Fire Stations that will house Paramedic staff and ambulances includes (1) \$11,458 to provide six twin beds at each Fire Station; (2) \$31,665 for twelve lockers at each Fire Station, which would provide each Paramedic with one locker for his or her uniform and one locker for protective gear; (3) \$17,360 for five medical supply cabinets at each of the 16 Fire Stations; (4) \$6,208 to provide each of the 16 Fire Stations with initial

#### **BOARD OF SUPERVISORS** **BUDGET ANALYST**



medical supplies; and (5) \$80,987 to provide each of the 16 Fire Stations with initial medical equipment. Captain Shortall states that, because of the planned decentralization of supplies to the Fire Stations, some duplication of supplies and equipment is necessary. Mr. Ward states that the Purchaser has not yet received or reviewed specifications for these items, and so cannot comment on the accuracy of the cost estimates.

#### Dispatch Center Improvements (\$201,792)

The DPH Paramedic Division currently has a dispatch operation, located at 2789 25th Street, also known as the Plant Building. The SFFD has a separate dispatch operation, located at 1003 Turk Street. Under the proposed EMS configuration plan, the two dispatch functions would be merged. Captain Shortall advises that the proposed transition budget assumes that the combined Paramedic/Fire dispatch function will be located at the Plant Building. It should be noted that this arrangement would be temporary, because the Combined 911 Communications Center, to be located at the site of the Margaret Hayward Playground and on and around the site of the current SFFD dispatch operation, in the area bounded by Turk Street, Golden Gate Avenue, Laguna Street and Gough Street, which will house Paramedic, Fire and Police dispatch, is expected to be ready within two to three years. Captain Shortall states that the Plant Building dispatch center may be converted into the City's backup dispatch center at that time, although no such decision has been made. Captain Shortall advises that the space occupied by the existing SFFD dispatch center at 1003 Turk Street will remain vacant, and will eventually be demolished as part of the Combined 911 Communications Center project.

Captain Shortall states that it is essential to consolidate the dispatch functions at the time that the Paramedic Division transfers to the SFFD. According to Captain Shortall, the SFFD Computer Aided Dispatch (CAD) System is new, and can be modified to dispatch ambulances as well as fire apparatus. Captain Shortall advises that the cost estimates for the Dispatch Center Improvements were developed by the Department of Telecommunications and Information Services, which will manage this aspect of the transition. The proposed transition budget includes (1) \$16,085 to prepare the Plant Building dispatch center to accommodate the combined fire/paramedic dispatch function, by installing cables and testing communication links; \$21,158 to move, install and reroute the SFFD CAD system to the

Plant Building, and \$20,000 to upgrade this system. Captain Shortall states that the CAD upgrade will be carried out by the PRC Corporation, which developed the SFFD CAD system. Eight personal computers would be leased for one month, at a cost of \$200 per computer, for a total of \$1,600. The leased personal computers would be used as CAD terminals, to ensure that the CAD system remains fully operational while the move is in process.

Mr. Lorenzo Garde of Telecommunications and Information Services states that two additional radio dispatch consoles are needed at the Plant Building, at a cost of \$66,079, again to accommodate the SFFD fire console staff. The existing SFFD status board, which is an electronic device used to show the status of all SFFD units, cannot be moved, according to Mr. Garde. A replacement SFFD status board is budgeted at \$20,000. Mr. Garde explains that \$6,241 would be spent to obtain a reconfiguration of the routing of 911 calls from Pacific Bell. A contingency of \$36,229 is included to cover unanticipated materials costs. The Budget Analyst recommends that the amount of \$36,229 for the contingency be reserved pending submission of actual cost details showing that the contingency is needed.

Finally, the transition budget for Dispatch Center Improvements includes \$14,400 in funding to cover project management of the improvements by Telecommunications and Information Services. This represents 192 hours of Telecommunications and Information Services staff time, at an average hourly rate of \$75 per hour.

#### EMS Administrative Office Improvements (\$262,813)

The SFFD plans to expand the existing SFFD EMS Administration and Training Center, located in Building 1216 at the Presidio, to house all administration and training for the proposed SFFD Division of Medical Services. According to Captain Shortall, a total of 25 persons involved in EMS administration and training will have offices in Building 1216. Captain Shortall states that the computers and furniture used by DPH Paramedic Division administrative and training staff is owned by the DPH, and will be used by whatever DPH staff (currently undetermined) move into the Paramedic Division administrative offices in the Plant Building. Therefore, the proposed transition budget includes \$156,710 for a computer network, including 25 personal computer workstations and network equipment. The SFFD has obtained Electronic

Information Processing Steering Committee (EIPSC) approval for this purchase. The proposed transition budget also includes \$79,103 for the purchase of 25 modular cubicles and chairs, as well as \$27,000 for a new telephone system. According to Captain Shortall, the existing telephone system provides only individual lines.

Training (\$335,464)

All Paramedics would be required to attend 24 hours of training in SFFD rules and operational procedures. Paramedics who opt to become Fire Rescue/Paramedics would receive additional on-the-job training, at no additional cost. The SFFD plans to conduct three 8-hour training sessions prior to the actual transition, which is currently slated to occur on July 1, 1997. In order for the DPH Paramedic Division to have adequate staff on duty during these training sessions to maintain current response times, Captain Shortall states that it will be necessary to backfill Paramedics in training by scheduling other Paramedics for overtime. The proposed transition budget includes a total of \$174,636 (\$58,212 per training times three training sessions) to cover the cost of such overtime. Captain Shortall states that 180 Paramedics and Paramedic management staff are expected to participate in each training session.

Special training is planned for Paramedic Captains and Preceptors (Paramedics who conduct on-the-job training), for a total of 3,616 hours, at a total cost of \$108,027 to cover the cost of overtime to backfill their positions. Paramedic union representatives would be backfilled at a cost of \$33,000 to provide them with release time to participate in transition planning and negotiations. Another \$15,001 is budgeted for training supplies. Mr. Ward states that the Purchaser has not received specifications for such supplies, and so cannot comment on the accuracy of the cost estimates.

In addition to providing cross training for DPH Paramedics, the SFFD plans to offer Firefighters the opportunity to cross train as Paramedics. Firefighters will obtain such training in phases, during normal working hours, and Captain Shortall states that participants in the cross-training will not be backfilled. Most of the training of Firefighters to become Firefighter/Paramedics will be conducted in house, by the SFFD EMS Academy. The ongoing cost of increased staffing for this Academy are estimated in the section of this report that pertains to

ongoing costs. As part of this proposed supplemental appropriation, the SFFD proposes to work order \$4,800 to the SFGH to cover the start-up costs of establishing a clinical Paramedic training program, which would be coordinated with the training provided by the SFFD EMS Academy.

#### Transition Management (\$72,552)

Two Paramedic Captains have been assigned to work for six months to manage the transition, and their positions would be backfilled, at a total cost of \$57,084. Captain Shortall advises that one of the Captains is managing the cross-training program for Firefighters who cross-train to become Paramedics, and the other Captain is managing administrative aspects of the transition. Captain Shortall advises that these two Captains have both started to work on the transition, and will work for a combined total of 12 months by July 1, 1997. As described below in the section that covers ongoing costs, the SFFD proposed to increase the number of Paramedic Captains, so the backfilled Captain positions are likely to be added as permanent positions in the SFFD FY 1997-98 budget. The costs of all proposed new Captain positions are detailed in a later section of this report.

In addition, the transition budget includes \$15,468 to increase the one-quarter time SFFD Assistant Medical Director to half-time for six months. Ms. Christine Wachsmuth of the SFGH states that the SFFD Assistant Medical Director is employed by the SFGH as a .75 FTE in the SFGH Emergency Room. Ms. Wachsmuth advises that, since January, this position has been backfilled for .25 FTE at the SFGH to allow the SFFD Assistant Medical Director to devote increased time to preparing for the Paramedic transition to the SFFD.

#### **Ongoing Cost Evaluation:**

The DPH EMSA Phase II Report on "Optimizing the Configuration of San Francisco's Emergency Medical Services" states that, for FY 1997-98, the annual budget projection for the proposed configuration plan is essentially "cost neutral." However, in response to questions from the Budget Analyst, the SFFD indicates that the cross-training of both Paramedics and Firefighters is, in fact, expected to result in increased costs for additional fringe benefits for the Paramedics, and wage increases for the Firefighters. In addition, the proposed SFFD FY 1997-98 budget will include new management and administrative positions. In general, the cost of these proposed changes was not



included in the DPH Phase II EMSA Report because the specific changes are subject to labor negotiation (see Comment No. 1). Captain Shortall of the SFFD has, however, provided the Budget Analyst with assumptions regarding wage rates and benefit levels. According to Captain Shortall, these assumptions are based on analysis of comparable classifications in other cities and counties. In addition, the SFFD has provided a tentative schedule for cross-training of Paramedics and Firefighters to become Firefighter/Paramedics, over the next three years.

Based on these assumptions, which are discussed in more detail below, the Budget Analyst estimates the additional annual costs related to transferring the Paramedic Division from the DPH to the SFFD, implementing the proposed new classifications, and authorizing the new positions that are expected to be proposed, are as follows:

**ESTIMATED ADDITIONAL ANNUAL PERSONNEL COSTS,  
INCLUDING TRAINING COSTS, RESULTING FROM THE TRANSFER  
OF THE PARAMEDIC FUNCTION OF DPH TO THE SFFD**

<u>Fiscal Year</u>	<u>Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY 1997-98 with no wage increases in future years)</u>
FY 1997-98	\$423,783
FY 1998-99	734,583
FY 1999-00	882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)	1,045,623

The estimates provided above are (1) sums of the estimates detailed in the following attachments: Attachment 2 (Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions); Attachment 3 (Estimated Additional Annual Costs Related to Proposed Management Personnel); and Attachment 4 (Estimated Additional Annual Costs Related to Proposed Civilian Support Personnel), LESS (2) \$829,345 in estimated cost savings from the elimination of 111 Paramedic positions when Paramedics are promoted to new management positions (see explanation below). In addition, an annual training cost of \$10,000 was included in the estimates contained in the table above. Assumptions used in arriving at these estimates are described below.



**Assumptions for Estimate of Additional Costs Related to  
Creation of Fire Rescue/Paramedic and Paramedic/  
Firefighter Positions**

- The projected Paramedic/Firefighter salary was estimated based on a 13 percent pay differential above the top step Firefighter salary. Captain Shortall states that this represents the average pay raise that has been granted in other cities and counties to Firefighters who become Paramedic/Firefighters. The actual pay raise provided to Firefighters who become Paramedic/Firefighters could be higher or lower, depending upon the outcome of labor negotiations.
- The configuration of personnel used in our estimates is based on a schedule of cross-training provided by the SFFD. Under this schedule, by FY 2000-01, the SFFD would have the following configuration for personnel with paramedic training:

Number of Paramedics who are expected to train to become Paramedic/Firefighters	72
Number of Paramedics who are expected to become Fire Rescue/Paramedics*	68
Number of Paramedics who are expected to remain Paramedics	17
Number of Firefighters who are expected to train to become Paramedic/Firefighters	<u>86</u>
Total Projected Number of SFFD Personnel with Paramedic Training after Full Implementation of Cross-Training	243

\* This number assumes that 11 Paramedics will be promoted to management positions, and that the vacant Paramedic (or Fire Rescue Paramedic, after the transition) positions will be eliminated. See Comment No. 2.

SFFD and EMSA management advise that the number of personnel who complete cross-training, pass required certification exams and are reclassified could vary from the schedule that they have provided, depending upon the choices made by DPH Paramedics and SFFD Firefighters, as well as on evaluations to be conducted by the SFGH and the SFFD over the next few years.

The Budget Analyst's estimates of the annual personnel cost increase related to reclassifying Paramedics and Fire Rescue/Paramedics and Paramedics/Firefighters, and reclassifying Firefighters as Paramedic/Firefighters, based on cross-training schedules provided by the SFFD are (1) \$199,152 in FY 1997-98; (2) \$509,952 in FY 1998-99; (3) \$657,552 in FY 1999-20000 and (4) \$820,992 in FY 2000-01. This data is detailed in Attachment No. 2.

**Estimated Cost Savings from Elimination of 11 Former Paramedic Positions.**

Captain Shortall advises that the SFFD will eliminate at least 11 former Paramedic positions, as Paramedics are expected to be promoted to new management positions (see below). These positions would otherwise be transferred to the SFFD as Fire Rescue/Paramedic positions. The savings that would result if these positions are eliminated is \$829,345 per year. The cost of the new management positions is detailed below and in Attachment No. 3.

**Estimated Additional Cost of Management and Support Staff for FY 1997-98 and Future Years**

The proposed SFFD FY 1997-98 budget will include new management and support positions. As of the writing of this report, the Mayor's Office was reviewing the SFFD budget proposal. The Budget Analyst will evaluate the requested new positions when the Mayor's budget is submitted to the Board of Supervisors. However, in the professional judgment of the Budget Analyst, it is important for the Board of Supervisors to have an estimate of the new costs that would be incurred if the subject legislation (File 30-97-3) is approved. Therefore, the Budget Analyst requested that the SFFD provide assumptions regarding wage rates for all proposed new positions. As stated earlier, actual compensation levels are subject to labor negotiations.

The Budget Analyst estimates the additional annual cost related to implementing the proposed new management and support staffing requested by the SFFD in the SFFD FY 1997-98 budget as \$1,043,976 (\$976,273 in Attachment No. 3 plus \$67,703 in Attachment No. 4). (Note that a related annual savings of \$829,345, based on the elimination of 11 Paramedic positions due to promotion of Paramedics to management positions, is anticipated and has been incorporated into our total cost estimate.) It was assumed

that this annual estimate would remain constant for the four year period from Fiscal Years 1997-01. The total annual estimate of \$1,043,976 is the sum of the estimated additional annual costs for proposed Management Personnel detailed in Attachment 3 (\$976,273) and Civilian Support Personnel detailed in Attachment 4 (\$67,703).

**Estimated Additional Annual Cost of Workorder Funds to SFGH to Conduct Clinical Paramedic Training Program**

Ms. Christine Wachsmuth of the DPH advises that the SFGH will create a clinical paramedic training program to complement the training provided at the EMS Academy, at an estimated annual cost of \$10,000.

The annual additional costs outlined above reflect all changes that have been detailed by the SFFD to the Budget Analyst. No increased annual costs have been estimated for items such as training supplies, materials and equipment, etc., because the SFFD represents that such costs will not exceed current levels budgeted by the DPH Paramedic Division.

**Summary of Estimated Additional Annual Costs as a Result of the Transfer of the Paramedic Function of DPH to the SFFD**

- The estimated additional annual costs as a result of creating Fire Rescue/Paramedic and Paramedic/Firefighter Positions based on the salaries projected by the SFFD prior to labor negotiations, with no allowance included for wage increases in future years, is as follows:

FY 1997-98	\$199,152*
FY 1998-99	509,952*
FY 1999-00	657,552*
FY 2000-01	820,992*

\*See Attachment No. 2 for details.

- Estimated annual cost savings due to elimination of 11 Paramedic positions because an estimated 11 Paramedics will be promoted to management positions: (\$829,345)

- Estimated Additional Annual Cost of Management and Support Personnel (based on projected salaries, with no allowance for wage increases in future years)

Management Personnel \$976,273  
Support Personnel 67,703

\$1,043,976

- Estimated Additional Annual Cost of Work Order to SFGH to Conduct Clinical Paramedic Training Program \$10,000

**Estimated total additional annual personnel costs including training costs, resulting from the transfer of the Paramedic function from DPH to the SFFD is as follows:**

<u>Fiscal Year</u>	Estimated Additional Annual Personnel and Training Costs (based on projected salaries for FY1997-98 <u>with no wage increases in future years</u> )	
FY 1997-98		\$423,783*
FY 1998-99		734,583
FY 1999-00		882,183
FY 2000-01 (first year of fully-implemented Paramedic/Firefighter cross-training program)		1,045,623

\*\$1,043,976 additional for management and support staff; \$10,000 for SFGH clinical training; and \$199,152 for the first phase of raises for Firefighters who cross-train as Paramedic/Firefighters and increased benefits for Paramedics who cross-train as Paramedic/Firefighters, less savings of \$829,345 due to elimination of 11 Paramedics positions related to promotions to management, resulting in total estimated FY 1997-98 additional costs of \$423,783.

**Comments:**

1. The Paramedics in the DPH are currently represented by Service Employees International Union (SEIU) Local 790. Management employees of the DPH Paramedic Division are represented by the Management Executives Association (MEA) Local 798. All uniform employees of the SFFD are represented by Firefighters Union Local 1798. Captain Shortall advises that negotiations are currently underway to determine how Paramedics and management being proposed to be transferred from the DPH to the SFFD would be represented. Captain Shortall states that, until these issues are resolved, the SFFD cannot negotiate the terms of employment, including wages and benefits, for the new classifications of Fire Rescue/Paramedic and Firefighter

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Paramedic. As stated earlier, the cost estimates contained in this report are based on assumptions provided by the Fire Department. Furthermore, our estimates do not include cost of living increases that could be negotiated for future years.

2. Captain Shortall states that the SFFD expects to promote at least 11 DPH Paramedics to management positions when the transition is implemented, and to eliminate the approximately 11 vacant Fire Rescue/Paramedic positions that would result from such promotions. Our estimates assume the elimination of 11 Fire Rescue/Paramedic positions, compared to the current roster of Paramedic positions. If these positions are not eliminated, all costs estimates would increase by approximately \$829,345 per year.

3. As described earlier, the current long term plan envisions a major increase in the number of non-management personnel with paramedic training, from 168 to approximately 243, an increase of 45 percent. Ms. Yant states that the cross-training of Firefighters to become Firefighter/Paramedics is partly motivated by the goal of fully integrating the paramedic function into the SFFD, and gaining full acceptance of the Paramedics by the Firefighters. However, Ms. Yant states that the primary reason to cross-train Firefighters is to reduce the ALS response time, by increasing the number of employees trained to provide ALS services.

Ms. Yant advises that adequate studies do not exist which would permit the EMSA to accurately calculate the optimum number of personnel with paramedic training. Because the EMSA report states that the proposed system is modeled on Seattle's (Emergency Medical Services) EMS system, the Budget Analyst contacted Lieutenant Donald Sharp of the Seattle Fire Department Paramedic Unit. Lieutenant Sharp reported that Seattle employs a total of 64 Firefighter/Paramedics, who are the only employees with paramedic training. It should be noted, however, that Seattle relies on private ambulances to transport non-life threatening cases, or approximately 50 percent of the calls requiring ALS response. In contrast, San Francisco relies on private ambulances to transport only approximately 5 percent of such calls. (See Comment No. 6.)



Lieutenant Sharp expressed concern that, if San Francisco eventually employs 243 persons with paramedic training, it will be difficult for individuals to maintain the desired level of skills because there might not be enough paramedic work to expose them, on a regular basis, to the full variety of situations that they need to handle. Ms. Yant states that the EMSA and the SFGH plan to carefully monitor the quality of care provided by all SFFD EMS personnel. (See Comment No. 4.)

4. Ms. Yant states that the SFGH and the EMSA will periodically evaluate the entire deployment plan and the performance of the new system. The Phase II report shows several configurations for deploying EMS personnel. These configurations are to be tested over the next three years as cross-training proceeds. Each configuration will be evaluated to determine the optimum method of deploying EMS staff in San Francisco.

The Budget Analyst recommends timing such evaluations so that they are completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.

5. The estimate of ongoing annual increased costs assumes that no additional General Fund contribution to the Retirement Fund is required, because Mr. Kieran Murphy of the Employee Retirement System advises that sufficient funds are available in the Retirement Fund to cover the estimated \$1 million annual cost of transferring the existing Paramedics to the Uniform Retirement Plan. However, should the San Francisco electorate approve additional benefits for uniformed retirement system personnel at some time in the future, Mr. Murphy advises that additional General Fund contributions would be required to maintain the solvency of the Retirement Fund. In other words, transferring the Paramedics to the Uniform Retirement Plan creates obligations that can be covered by the Plan now, but could contribute to the need for General Fund contributions to the Plan at some future date if Uniform retirement benefits are increased.

6. Private ambulances currently transport approximately five percent of 911 medical calls. The cost of such private transport is covered by third party payers, based on billing of users by the private ambulance companies. Ms. Yant states that this arrangement is expected to continue. Ms. Yant states that the SFGH has separate agreements with private ambulance companies, not related to the provision of EMS services, to provide non-emergency transport of patients.

7. Attachment No. 5 shows the current organization chart for the Paramedic Division of the DPH. Attachment No. 6 shows the proposed organization chart for the EMS Division of the SFFD.

8. The DPH EMSA Phase II report mentions the possibility that, at some time in the future, the SFFD will initiate charges to the public for first responder services. The DPH currently charges the public for ALS (ambulance) services, but the SFFD does not charge for the first responder services that are provided by Firefighters. Initiation of such a first responder fee would require approval of the Board of Supervisors. No revenue estimates have been provided, but such a first responder fee would partially offset the additional costs outlined above, if such new fees were approved by the Board of Supervisors.

9. The estimated annual cost increases were not available, and therefore were not included in the Three Year Budget Projections recently presented to the Mayor and the Board of Supervisors by the Controller, the Mayor's Office of Management & Budget, and the Budget Analyst.

10. In summary, the proposed resolution (File 30-97-3) would support the transfer of the paramedic function from the DPH to the SFFD, and the creation of a Paramedic Training Academy in the SFFD to cross-train Firefighters to become Firefighter/Paramedics and to cross-train Paramedics to become Firefighter/Paramedics. The proposed ordinance (File 118-97-1) would amend the Health Code to reflect the transfer of the paramedic function from the DPH to the SFFD. The proposed ordinance (File 101-96-50) would provide \$1,653,393 for one-time transition costs related to the transfer of function, including purchase of new vehicles and uniforms, improvements to Fire Stations to accommodate Paramedics, combining of dispatch functions, relocation of administrative and support staff, and other related costs.

The overall transition involves not only the transfer of function, but also other major changes in the way EMS services are delivered. A multi-tiered approach to dispatching would be used to dispatch Advanced Life Support (ALS) units or Basic Life Support (BLS) units, or a variety of combinations, depending upon the nature of the 911 medical call. Cross-training of both Paramedics and Firefighters is planned, resulting in a 45 percent increase in the number of personnel with paramedic training over the next three years of 75 positions, from the current 168 positions to an estimated maximum of 243 positions (not counting management personnel). The primary objective of the proposed change is to improve the delivery of emergency medical services to the public, primarily by reducing ALS response times.

11. The Budget Analyst estimates that ongoing additional annual personnel and training costs related to implementation of these policies would total approximately \$423,783 in FY 1997-98, and \$1,045,623 by FY 2000-01, when cross-training is expected to be completed. This estimate is based on various assumptions provided by the SFFD, most crucially that SFFD projections of wages and benefits for new classifications will not be significantly changed during collective bargaining. Our estimate of such additional ongoing annual costs conflicts with the DPH Emergency Medical Services Agency Phase II report on the transfer of the paramedic function from the DPH to the Fire Department, which stated that, for FY 1997-98, the annual budget resulting from such a transfer would be "essentially cost neutral."

12. The Budget Analyst will analyze the Department of Public Health and the Fire Department FY 1997-98 budgets in detail when the Mayor submits his recommended FY 1997-98 budget to the Board of Supervisors.

13. Mr. Agostini, the Mayor's Director of Finance, was requested to provide the Finance Committee with various fee alternatives and information in order to assist in paying for the estimated one-time and ongoing costs of transferring the paramedic function from the Department of Public Health to the Fire Department. Such fee information is shown in Attachment No.7.

- Recommendations:**
1. Amend the proposed ordinance (File 101-96-50) by reserving \$472,039 for purchase of two ambulances, four utility vehicles, two delivery vans and related mobile radios and outfitting equipment, pending submission to the Finance Committee of actual bid amounts by the Purchaser's Office.
  2. Amend the proposed ordinance (File 101-96-50) by reserving \$36,229 in contingency funds to cover unanticipated Dispatch Center Improvement materials costs pending the submission to the Finance Committee of actual cost details showing that the contingency is needed.
  3. Approval of the proposed legislation (Files 30-97-3 and 118-97-1, and File 101-96-50 as amended) is a policy decision for the Board of Supervisors.
  4. Request that the SFGH and the EMSA time evaluations of the EMS deployment plan to be completed prior to beginning each of the scheduled cross-training sessions. The purpose of timing the evaluations in this manner is to prevent unnecessary training and upward classification of Firefighters or Fire Rescue/Paramedics to Paramedic/Firefighters, in the event that the evaluation determines that the optimum staffing ratio, taking into account response times and required ALS skills, has been achieved.



	QUANTITY	Unit Price	Ext. Price	Tax 8.5%	Total
<b>Uniforms</b>					
New Badges	180	\$49	\$8,775	\$748	\$9,521
Blue Shirts Longsleeve (2 ea.-150 PM's)	300	\$57	\$17,247	\$1,468	\$18,713
Blue Shirts Shortsleeve (1 ea.-150 PM's)	150	\$40	\$5,960	\$507	\$6,468
White Shirts (4 ea/35 Cpt./Chief)	140	\$15	\$2,100	\$179	\$2,279
Trousers (2 ea. for 180)	360	\$51	\$18,270	\$1,553	\$19,823
Lapel Pins (Shirt)	180	\$8	\$1,350	\$115	\$1,465
Lapel Pins (Coat)	180	\$15	\$2,610	\$222	\$2,832
Safety Shoes	180	\$128	\$23,040	\$1,958	\$24,998
Belts	180	\$12	\$2,138	\$182	\$2,320
Buckles	180	\$19	\$3,330	\$283	\$3,613
				<b>SUBTOTAL&gt;</b>	<b>\$92,030</b>
<b>Ambulances &amp; Equipment</b>					
Ambulances	2	\$130,000	\$260,000	Included	\$260,000
Blazers (PM field supervisors)	4	\$30,500	\$122,000	Included	\$122,000
Outfitting with lights, etc.	8	\$2,450	\$14,700	Included	\$14,700
Large Delivery Van (delivery of supplies to stations)	2	\$28,000	\$56,000	Included	\$56,000
Mobile Radios & portables					\$52,200
Painting of Ambulance fleet	16	\$1,400	\$22,400	Included	\$22,400
AVL for new ambulances	2	\$6,882	\$13,764	Included	\$13,764
				<b>SUBTOTAL&gt;</b>	<b>\$641,064</b>
<b>Fire Station Equipment</b>					
Twin beds (6 per station)	96	\$110	\$10,560	\$888	\$11,458
Lockers (12 per station)	192	\$152	\$29,184	\$2,481	\$31,885
Cabinets for Medical Supplies (5 each ALS station)	40	\$400	\$16,000	\$1,360	\$17,360
Medical Supplies (each ALS station)	18	\$388	\$6,208		\$6,208
Medical Equipment (each ALS station)	16	\$5,062	\$80,988		\$80,988
				<b>SUBTOTAL&gt;</b>	<b>\$147,678</b>
<b>Police Station Equipment</b>					
Project Management	O81EL				\$14,400
Move FD CAD to C-MED	O81EL				\$21,158
Site Prep	O81EL				\$16,085
Contingency @ 15% (excluding * costs)	O81EL				\$36,229
Upgrade CAD	O81EL				\$20,000
CAD Terminals	O81EL				\$1,600
Computer consoles	O81EL				\$68,079
FD Status board	O81EL				\$20,000
Upgrade 911 phones	O81ET				\$8,241
				<b>SUBTOTAL&gt;</b>	<b>\$201,792</b>



Budget by Category

<b>Police Training Office Information</b>				
Computer Network	25		\$158,710	Included
Office Improvement/Furniture	25		\$79,103	
New phone system			\$27,000	Included
				<b>SUBTOTAL&gt;</b>
				<b>\$262,813</b>
<b>Training</b>				
Overtime for March DPH training (180x8=1440hrs)	1440	\$40	\$58,212	N/A
Overtime for April DPH training	1440	\$40	\$58,212	N/A
Overtime for May DPH training	1440	\$40	\$58,212	N/A
Training for Captains and Preceptors (salary)	2700	\$40		N/A
Release time for planning				\$108,027
PM Training Clinical program startup costs		\$4,800	\$4,800	\$33,000
Training Supplies				\$4,800
				Included
				<b>SUBTOTAL&gt;</b>
				<b>\$335,464</b>
<b>Transition Management</b>				
(2) P/M Captains - Transition Team (6 mo.)	2	\$28,542	\$57,084	N/A
Medical Director 25 (6-Months)	1	\$15,468	\$15,468	N/A
				<b>SUBTOTAL&gt;</b>
				<b>\$72,552</b>
				<b>TOTAL&gt;</b>
				<b>\$1,653,393</b>

Estimated Additional Annual Costs Related to Creation of Paramedic/Firefighter Positions**Monthly payroll cost increase**

FF to FF/PM	\$680
PM to PM/FF	\$138
PM to Fire Rescuc Paramedic	\$6
PM to Fire Dept. PM	\$0

	<u># Medics</u>	<u># Months</u>	<u>Monthly Payroll Cost Increase</u>	<u>Total</u>
<b>FY 97-98</b>				
FF/PM	10	12	\$680	\$81,600
FF/PM	24	7	\$680	114,240
PM/FF	24	1	\$138	3,312
<b>Total</b>	<b>58</b>			<b>\$199,152</b>
<b>FY 98-99</b>				
FF/PM	34	12	\$680	\$277,440
PM/FF	24	12	\$138	39,744
FF/PM	24	10	\$680	163,200
PM/FF	24	4	\$138	13,248
FF/PM	24	1	\$680	16,320
<b>Total</b>	<b>130</b>			<b>\$509,952</b>
<b>FY 99-00</b>				
FF/PM	82	12	\$680	\$669,120
PM/FF	48	12	\$138	79,488
PM/FF	24	7	\$138	23,184
FF/PM	24	3	\$680	48,960
Less FF/PM attrition	(20)	12	(\$680)	(163,200)
<b>Total</b>	<b>158</b>			<b>\$657,552</b>
<b>FY 00-01</b>				
FF/PM	86	12	\$680	\$701,760
PM/FF	72	12	\$138	119,232
<b>Total</b>	<b>158</b>			<b>\$820,992</b>

This spreadsheet pertains specifically to the additional costs that will be incurred as Firefighters and Paramedics are cross-trained and reclassified as Paramedic/Firefighters.

## Estimated Additional Annual Costs Related to Proposed Management Personnel

Current EMS Management Personnel - DPH

Classification	FTE	Description	Bi-weekly	Annual	Total
2535	1	Chief Paramedic	\$3,080	\$80,388	\$80,388
2531	1	Deputy Chief	\$2,793	\$72,897	\$72,897
2529	1	Assistant Chief	\$2,607	\$68,043	\$68,043
H-20 (Fire Dept.)	1	Fire EMS Coordinator	\$2,343	\$61,152	\$61,152
2534	17	Paramedic Supervisor	\$2,647	\$69,087	\$1,174,474
2530	1	Senior Medical Steward	\$2,401	\$62,666	\$62,666
<b>Total</b>	<b>22</b>				<b>\$1,519,620</b>

Proposed EMS Uniformed Management Personnel - Fire Dept.

Classification	FTE	Description	Total
new	1	EMS Chief	\$95,498
new	5	EMS Section Chief	\$413,140
H-20	1	Lieutenant (BOE)	\$60,239
new	23	Paramedic Captain	\$1,582,906
new	4	Fire-Paramedic Captain (Communication)	\$275,288
new	1	Fire-Paramedic Captain (BOE)	\$68,822
<b>Total</b>	<b>35</b>		<b>\$2,495,893</b>

Overall Cost Increase      \$976,273

## Estimated Annual Additional Costs Related to Proposed Civilian Support Personnel

<u>Current Civilian Personnel</u>				
Classification	FTE	Description	Bi-weekly	Annual
2818	1	Health Program Planner	\$2,145	\$55,985
1450	1	Executive Secretary	\$1,714	\$44,735
1426	4	Senior Clerk Typist	\$1,421	\$37,088
1424 (FD)	1	Fire Dept. Clerk Typist	\$1,298	\$33,878
1811	1	MIS Specialist I	\$1,634	\$42,647
2112	1	Medical Records Technician	\$1,658	\$43,274
2110	1	Medical Records Clerk	\$1,470	\$38,367
1932	8	Assistant Storekeeper	\$1,273	\$33,225
2736	1	Porter	\$1,304	\$34,034
<b>Total</b>	<b>19</b>			<b>\$707,075</b>

<u>Proposed Civilian Personnel</u>				
Classification	FTE	Description	Bi-weekly	Annual
1450	1	Executive Secretary	\$1,714	\$44,735
1426	3	Senior Clerk Typist	\$1,421	\$37,088
1424	1	Clerk Typist	\$1,298	\$33,878
1811	1	MIS Specialist I	\$1,634	\$42,647
1819	1	MIS Specialist III	\$2,412	\$62,953
2112	1	Medical Records Technician	\$1,658	\$43,274
2110	1	Medical Records Clerk	\$1,470	\$38,367
1932	5	Assistant Storekeeper	\$1,273	\$33,225
1,220	1	Payroll Clerk	\$1,603	\$41,838
<b>Total</b>	<b>15</b>			<b>\$585,084</b>

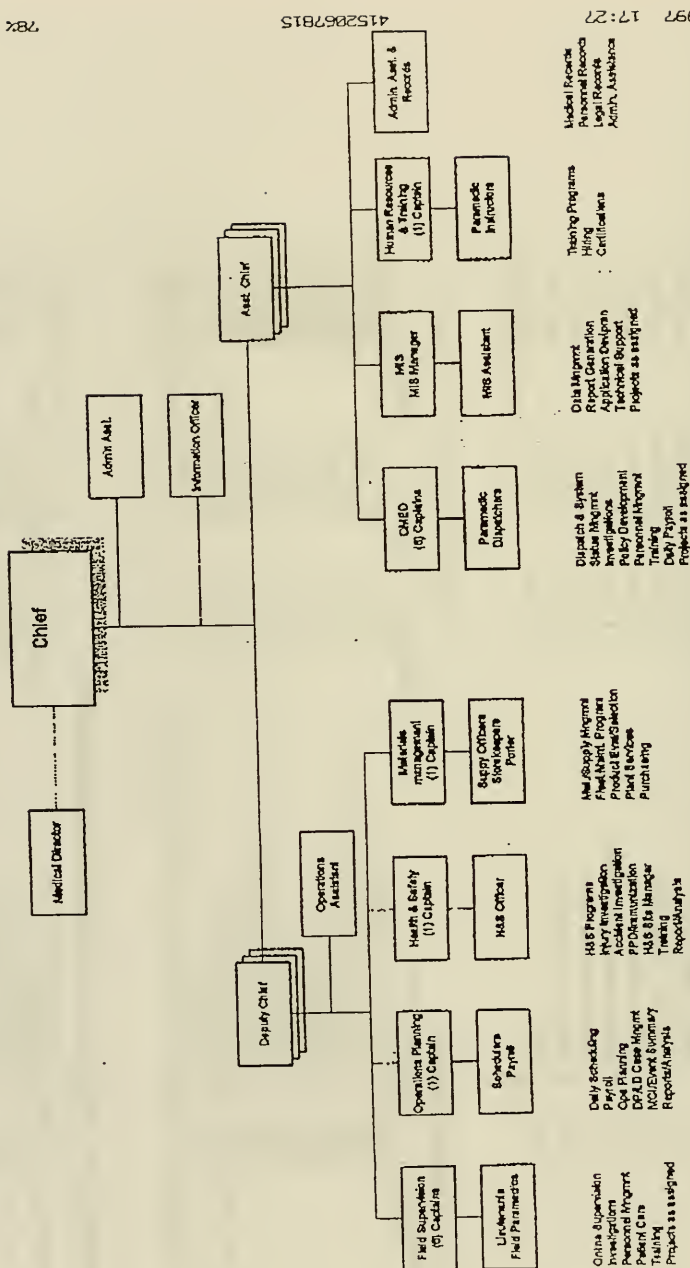
Proposed Civilian Personnel to be Reassigned and Remain at DPH

Classification	FTE	Description	Bi-weekly	Annual	Total
2818	1	Health Program Planner	\$2,145	\$55,985	\$55,985
1932	3	Assistant Storekeeper	\$1,273	\$33,225	\$99,676
2736	1	Porter	\$1,304	\$34,034	\$34,034
<b>Total</b>	<b>5</b>				<b>\$189,695</b>
				<b>Overall Cost Increase</b>	<b>\$67,703</b>

# DEPARTMENT OF PUBLIC HEALTH

## Paramedic Division

### Organizational Chart



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Medical Records  
Personal Records  
Legal Records  
Admin. Activities

Training Programs  
Hiring  
Certifications

Data Mgmt  
Report Generation  
Application Design  
Technical Support  
Projects as assigned

Dispatch & System  
State Mgmt  
Policy Development  
Personnel Mgmt  
Training  
Duty Payroll  
Projects as assigned

Med Supply Mgmt  
Fixed Asset Program  
Product Evaluation  
Plant Services  
Purchasing

HSE Programs  
Injury Investigation  
Accident Investigation  
PPD Immunization  
HSE 81a Manager  
Training  
Reports/Analysis

Daily Scheduling  
Payroll  
Ole Flouting  
DPLD Case Mgmt  
NCO/Event Summary  
Reports/Analysis

Online Supervision  
Infection Control  
Personal Mgmt  
Patient Care  
Training  
Projects as assigned

4152867815

78%

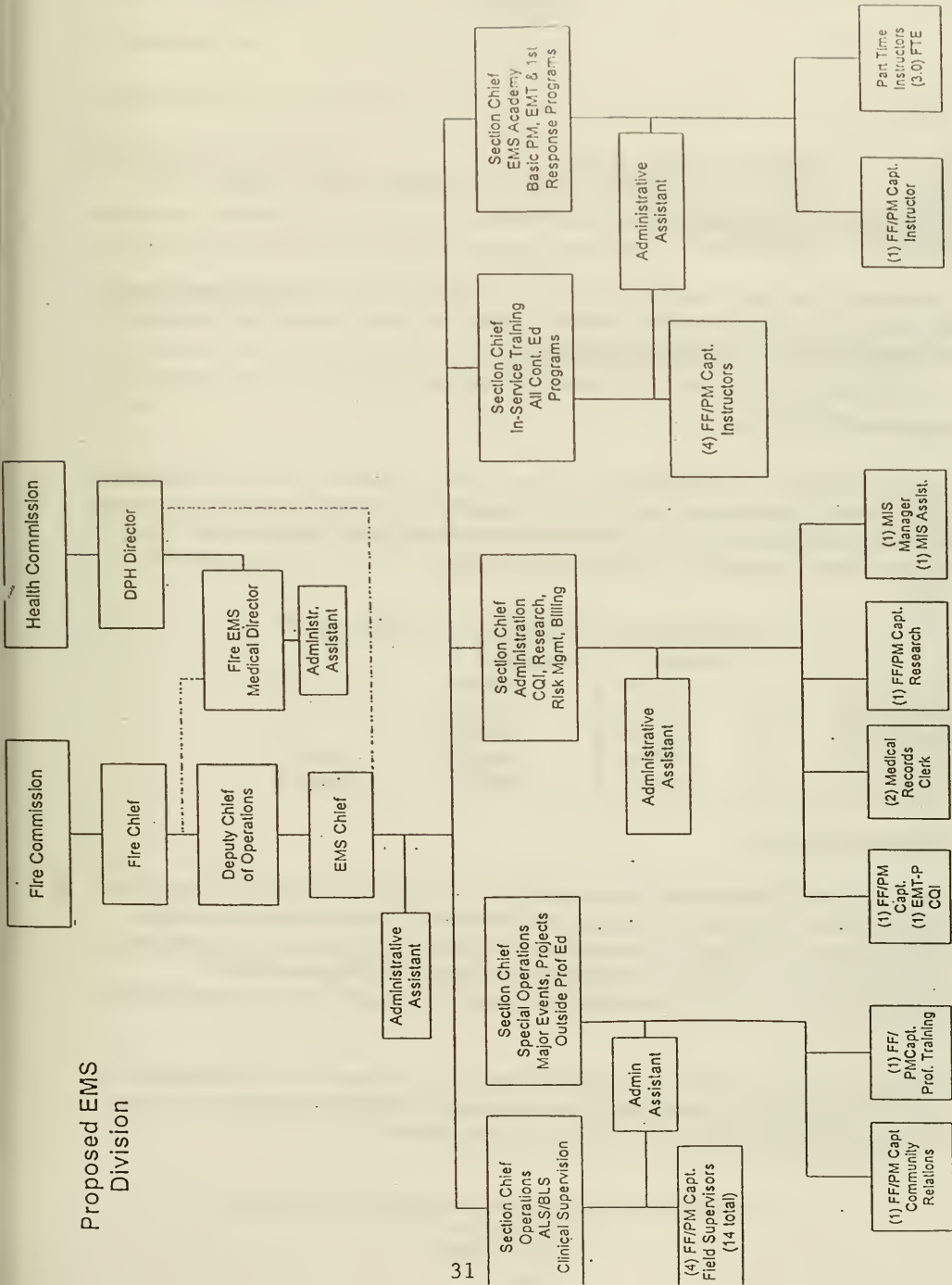
P.01

TOTAL P.03



2/11/97

# Proposed EMS Division



OFFICE OF THE MAYOR  
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

April 4, 1997

TO: Harvey Rose, Budget Analyst  
FROM: Andrés Acevedo, Mayor's Office of Finance and Legislative Affairs *edu*  
THROUGH: Stephen Agostini, Director of Finance  
SUBJECT: EMS Revenues

As requested by the Finance committee this office has been exploring alternative revenue sources that could be used to help defray any additional General Fund costs associated with the merger of the Paramedic Division into the Fire Department.

**Growth in EMS Revenue**

Recent EMS revenue growth in the last few years has been quite healthy. Since 1992 the average annual increase in revenue has been 7.38%. If we assumed only a 2% annual increase in revenue we find that this increase in revenue would cover the projected annual increase in costs -- net of the supplemental appropriation -- associated with the merger. This is illustrated in the table below.

	2% Growth in EMS Revenue	Projected Merger Cost Increase	Net Impact to GF
Forecast FY97	\$ 240,259	\$ 1,653,393	\$ (1,413,134)
Forecast FY98	\$ 485,324	\$ 423,783	\$ 61,541
Forecast FY99	\$ 735,289	\$ 734,583	\$ 706
Forecast FY00	\$ 990,254	\$ 882,183	\$ 108,071
Forecast FY01	\$ 1,250,319	\$ 1,045,623	\$ 204,696

**First Responder Fees**

First responder fees are a relatively new method of revenue generation. First responder fees are charged in order to help cover the marginal cost associated with a fire department providing EMS response. First responder fees are collected in addition to the ambulance transport fees. While we are aware of only two fire departments in Northern California which have implemented these fees we understand that they are growing in popularity in Southern California cities.

We calculated the estimated revenue from instituting first responder fees, and estimate that if the SFFD instituted such a fee that it would generate almost \$1 million in new revenue. The table below details the assumptions used in developing this estimate.

First responder fee of \$50

40% collection rate

Using billable transport rate as the basis for the volume FY 96 = 48,494

$48,494 \times 0.4 \times \$50 = \$969,880$

According to representatives of the Paramedic Division's billing vendor, adding a first responder fee would require little modification of the current billing system.

### **Additional Information**

We intended to work with the billing vender to develop a more robust set of revenue estimates. We will provide these estimates and additional information to the committee prior to their next meeting.



Items 4, 5 and 6 - Files 101-96-52, 143-97-2 and 207-97-8

**Departments:** San Francisco Police Department (SFPD)  
District Attorney (DA)  
Sheriff's Department

**Item:** **Item 4, File 101-96-52:** Supplemental appropriation ordinance appropriating \$575,000 of Citizens' Option for Public Safety (COPS) Program revenue to match the Federal "Community Oriented Policing Services - Making Officer Redeployment Effective" (COPS-MORE) grant and to obtain behavioral health insurance coverage.

**Item 5, File 143-97-2:** Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for retroactively, accept and expend Federal COPS-MORE grant funds in the amount of \$1,558,717, excluding indirect costs not allowed under this program, for a project known as "COPS-MORE '96", and agreeing to provide a local match in the amount of \$519,573.

**Item 6, File 207-97-8:** Resolution authorizing the San Francisco Police Department to obtain behavioral health insurance coverage for uniform members.

**Item 4, File 101-96-52:**

**Amount:** \$575,000

**Source of Funds:** State Citizen's Option for Public Safety (COPS) Program (AB 3229) funds (see Comment No. 1)

**Item 5, File 143-97-2:**

**Amount:** \$1,558,717

**Source of Funds:** U.S. Department of Justice, Office of Community Oriented Policing Services - Making Officer Redeployment Effective (COPS-MORE) Grant

**Required Match:** The proposed Federal COPS-MORE grant requires a local match of at least 25 percent of the total cost of the COPS-MORE Grant Program \$2,078,290, or a minimum of \$519,573 (25 percent of \$2,078,290). The supplemental appropriation request of \$575,000 (File 101-96-52) includes \$475,000 in State AB 3229 funds to provide the Police Department's portion of this required local match. Two supplemental appropriation requests for an additional \$44,573 (\$519,573 less \$475,000) in State AB 3229 funds will be submitted by



the District Attorney's Office (\$7,163) and the Sheriff's Department (\$37,410) to cover the remaining portion of the required local match (see Comment No. 1).

**Budget:**

<b>Federal COPS-MORE Grant Program</b>	<b>Local Match (State AB 3229 Funds)</b>			<b>Grant Federal COPS-MORE Grant (Item 5, File 143-97-2)</b>	<b>Total</b>
<b>Item</b>	<b>Item 4, File 101-96-52</b>	<b>Other (see under Required Match above)</b>	<b>Total</b>		
Computer Equipment for SFPD's Investigations Bureau and District Attorney's Office	\$317,540	\$7,163	\$324,703	\$974,747	\$1,299,450
Computer Equipment for Sheriff's Department	0	37,410	37,410	111,590	149,000
Training Equipment and Consultants	10,910	0	10,910	32,730	43,640
Database Development Consultants	15,000	0	15,000	45,000	60,000
Network Administration, Engineering and Installation	23,450	0	23,450	70,350	93,800
Hiring of Civilian Personnel for SFPD's District Stations	108,100	0	108,100	324,300	432,400
<b>TOTAL - COPS-MORE Grant Program</b>	<b>\$475,000</b>	<b>\$44,573</b>	<b>\$519,573</b>	<b>\$1,558,717</b>	<b>\$2,078,290</b>
<b>Behavioral Health Insurance Coverage</b>	<b>State AB 3229 Funds (Item 4, File 101-96-52)</b>				
Capitated rate of \$4.125 per employee per month, or \$49.50 per year for 2,020 uniform employees	\$100,000				
<b>TOTAL - File 101-96-52</b>	<b>\$575,000</b>				

**Indirect Costs:** Indirect costs are not allowed under the proposed grant. As such, the SFPD has requested that indirect costs be waived.

**Grant Period:** October 1, 1996 through September 30, 1997 (one year) (see Comment No. 2)

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**Description:**

The supplemental appropriation ordinance (Item 4, File 101-96-52) would appropriate \$575,000 in State Citizens' Option for Public Safety (COPS) Program (AB 3229) funds to (a) provide a portion of the required local match for the proposed COPS-MORE grant (\$475,000) and (b) pay for behavioral health insurance coverage for uniform members of the SFPD (\$100,000).

The proposed resolution (Item 5, File 143-97-2) would authorize the Chief of Police to apply for retroactively, accept and expend a Federal grant from the United States Department of Justice (DOJ) Office of Community Oriented Policing Services (COPS) Making Officer Redeployment Effective (MORE) Program, in the amount of \$1,558,717, and would require the City to provide a local match in the amount of \$519,573, for a total project cost of \$2,078,290 (\$1,558,717 plus \$519,573). The sources of funding for the \$519,573 required local match include (a) \$475,000 in State AB 3229 funds which have been included in the subject supplemental appropriation request (File 101-96-52); and (b) an additional \$44,573 in State AB 3229 funds, which will be included in two separate supplemental appropriation requests submitted by the District Attorney's (DA) Office and the Sheriff's Department (see Comment No. 1).

The other proposed resolution (Item 6, File 207-97-8) would authorize the San Francisco Police Department (SFPD) to obtain behavioral health insurance coverage for its uniform members. Behavioral health insurance would provide confidential psychological and emotional assistance and outpatient counseling services to uniform employees and their dependents.

**The COPS-MORE Grant Program (\$2,078,290)**

The proposed grant program, sponsored by the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) and entitled "Making Officer Redeployment Effective" (MORE), is designed to expand the time available for community policing by current law enforcement officers, rather than funding the hiring or rehiring of additional law enforcement officers. Community Policing, as defined by the SFPD, is a philosophy, management style and organizational strategy which promotes (a) proactive problem solving; (b) full service personalized policing, where the same officer patrols and works in the same area on a permanent basis; and (c) police-community partnerships that identify, prioritize and solve community problems.

The proposed Federal grant (File 143-97-2) would provide \$1,558,717 in funding for the COPS-MORE Program. Additionally, \$519,573 in State AB 3229 funds would be provided to serve as the required local match, for a total project cost of \$2,078,290. This amount of \$2,078,290 would be used by the SFPD to (a) purchase 36 desktop computers and 177 laptop computers and install a Local Area Network (LAN) in the SFPD's Bureau of Investigations and the District Attorney's (DA) Office (\$1,299,450); (b) purchase 20 laptop computers for Deputy Sheriffs (\$129,000); (c) provide training to Police Department, DA and Sheriff's Department personnel in the use and maintenance of computer equipment (\$43,640); (d) pay for database development services by outside consultants (\$60,000); (e) pay for network administration, engineering and installation services (\$113,800); and (f) hire 10 new civilian employees to perform administrative duties currently being performed by sworn Police Officers (\$432,400). These six aspects are discussed in further detail below.

**Computer Equipment for SFPD's Investigations Bureau and District Attorney's Office (\$1,299,450)**

The SFPD's Bureau of Investigations is located on the fourth floor of the Hall of Justice at 850 Bryant Street and is staffed by 220 Inspectors and 20 other sworn personnel, for a total of 240 sworn personnel. The duties of Inspectors assigned to this Bureau include the investigation of all criminal cases and the presentation of cases to one of 10 Assistant DAs in the DA's Office (located on the third floor of the Hall of Justice) assigned to review cases for approval of the rebooking<sup>1</sup> or arrest warrant of a subject. The rebooking/warrant approval process requires the Inspector to gather all relevant documents, complete supplemental reports and forms and provide detailed documentation of all activities performed by the Inspector. Under current practice, each Inspector must then physically carry completed case files to the DA's Office and wait for an Assistant DA to become available in order to review the case. The SFPD reports that the DA's Office currently reviews over 20,000 cases annually which require the involvement of Police Inspectors. According to the SFPD, this review process is time-consuming and limits the amount of time

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<sup>1</sup> A rebooking is the process in which an Inspector presents the case against an arrested suspect for review by a District Attorney. The DA then decides what charges, if any, to rebook for prosecution against the suspect. State law requires that a rebooking be performed within 48 hours after an arrest.

which Inspectors can dedicate to providing a Police presence on City streets.

Under the proposed grant program, the SFPD would purchase the computer equipment necessary to establish a Local Area Network (LAN) which would link the SFPD's Investigations Bureau and the DA's Office. Additionally, the SFPD would purchase 26 desktop computers for the 13 units of the Investigations Bureau, four desktop computers for the Investigations Bureau's Administration Office (for a total of 30 computers for Investigations) and six desktop computers for the DA's Office, for a total of 36 desktop computers. Also, 177 laptop computers would be purchased and assigned to Police Inspectors.

Both the desktop and laptop computers would be connected to the City-wide E-mail system and the LAN, thereby enabling the SFPD and the DA to share case file information. SFPD advises that the laptop computers would be used by Inspectors to complete crime reports, documents and case file information, which then could be transmitted electronically to an Assistant DA for review. Upon review, the Assistant DA could respond by sending an E-mail message to approve the rebooking/warrant or to provide further instructions. According to the SFPD, this enhanced communication between Police Department Inspectors and Assistant DAs would (a) allow questions to be resolved rapidly, (b) improve the quality of work produced by Inspectors and (c) ultimately allow more rebooking and search warrant requests to be filed. SFPD advises that laptop computers could also be taken by Inspectors into the field, thereby enhancing Police presence in the community. Additionally, desktop computers could be used by Inspectors and Assistant DAs at the Hall of Justice to obtain access to initial crime reports filed by Police Officers at the 10 District Police Stations.

The table below shows a detailed breakdown of this \$1,299,450 funding request for computer equipment for the SFPD's Investigations Bureau and the District Attorney's Office. This request is based on a quotation submitted to the SFPD by Cyber, Inc., one of the three computer vendors approved by the Purchaser for computer equipment purchases by City departments.



Memo to Finance Committee  
April 9, 1997

<u>Item</u>	<u>No. of Units</u>	<u>Cost per Unit</u>	<u>Total Cost</u>
<b>SFPD Investigation Bureau:</b>			
PC-Based Laptop Computers for Police			
Inspectors	177	\$4,500	\$796,500
Extra Lithium Batteries for Laptop			
Computers	177	250	44,250
Docking Stations for Laptop Computers	200	800	160,000
Desktop Computers	30	3,500	105,000
Laser Computer Printers	16	1,000	16,000
LAN Server for Investigations Bureau			
network	1	30,000	30,000
Novell Netware software license	1	4,000	4,000
Routers for desktop network	2	14,000	28,000
Ethernet Hubs for desktop network	6	2,000	12,000
Cable for network	1	3,000	3,000
Repeaters for laptop communication	6	5,000	30,000
Infrared network hardware for laptops	26	1,000	26,000
Jet Direct Cards for desktops	4	350	1,400
Averkey PC converters	2	300	600
Uninterruptible power supplies	7	500	3,500
8 x CD-ROM drives	2	400	800
External tape drive backups	2	400	800
Laptop carrying cases	20	80	1,600
Subtotal - Investigations Bureau			\$1,263,450
<b>District Attorney's Office:</b>			
LAN Server	1	\$9,000	\$9,000
Desktop Computers	6	3,500	21,000
Laser Computer Printers	6	1,000	6,000
Subtotal - DA's Office			\$36,000
Total - Computer Equipment for SFPD			
Investigations Bureau and DA's Office			<u>\$1,299,450</u>

The table below shows the funding sources for this \$1,299,450 request for computer equipment:

<u>Local Match</u> <u>(State AB 3229 Funds)</u>			<u>Grant</u>	<u>Total</u>
<u>Item 4,</u> <u>File</u>			<u>Federal</u> <u>COPS-MORE</u> <u>Grant</u> <u>(Item 5, File</u> <u>143-97-2)</u>	
<u>101-96-52</u>	<u>Other*</u>	<u>Total</u>		
\$317,540	\$7,163	\$324,703	\$974,747	\$1,299,450

\* The DA's Office advises that it plans to submit a supplemental appropriation request for State AB 3229 funds which will include \$7,163 to serve as the DA's portion of the local match for the subject COPS-MORE Grant Program.

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Sergeant John Bisordi of the SFPD advises that the SFPD has not yet received approval from the Electronic Information Processing Steering Committee (EIPSC) for the proposed computer equipment. In addition, Sergeant Bisordi advises that the SFPD has not selected the vendor for the proposed \$1,299,450 in computer equipment. As such, (a) the proposed supplemental appropriation ordinance (File 101-96-52) should be amended to reserve \$317,540 in State AB 3229 funds; and (b) the proposed resolution (File 143-97-2) should be amended to reserve \$974,747 in Federal COPS-MORE grant funds, for a total of \$1,292,287, pending (a) EIPSC approval and (b) the selection of a vendor and the submission of finalized cost details.

**Purchase of Computer Equipment for Sheriff's Department (\$149,000)**

The Police Department and the Sheriff's Department collaborate in several areas of law enforcement. For example, the Departments assist each other in serving arrest warrants and participate in multi-jurisdictional task forces and Federally-funded criminal justice programs. Additionally, the Sheriff's Department provides transportation of arrestees from the 10 District Police Stations to the six County jails.

Currently, the 30 Deputy Sheriffs assigned to various field programs in cooperation with the Police Department are required to return to one of the Sheriff's Department offices, located at various sites in the South of Market area, in order to obtain criminal history information and to file search warrant requests. Additionally, all reports completed by Deputy Sheriffs are either hand- or typewritten, which also requires them to return to Sheriff's Department headquarters. The SFPD further reports that the only means of communication between Deputy Sheriffs in the field and the Police Department are seven hand-held radios and five radios installed in Sheriff's vehicles, all of which are on loan from the Police Department.

In order to improve the ability of the Police and Sheriff's Departments to communicate effectively and to enable Deputy Sheriffs to obtain information while in the field, the proposed COPS-MORE grant program would provide \$149,000 in funding to purchase and install 20 Mobile Computer Terminals (MCTs) in Sheriff's vehicles, which would be linked to the Police Department's and City's database and communications systems. According to the SFPD, these laptop computers would (a) allow Deputy

Sheriffs to complete reports and obtain information in the field rather than at Sheriff's Department headquarters, thereby increasing the presence of law enforcement officers in the community, and (b) improve communication between the SFPD and the Sheriff's Department, thereby also saving Police Officers' time.

The table below shows a detailed breakdown of this \$149,000 funding request for computer equipment for Deputy Sheriffs. According to Sergeant Bisordi, this funding request is based on the cost of Mobile Computing Terminals (MCTs) and related equipment currently being purchased for SFPD patrol vehicles by the Police Department with 1995 Federal COPS-MORE grant funds.

<u>Item</u>	<u>No. of Units</u>	<u>Cost per Unit</u>	<u>Total Cost</u>
Mobile Computing Terminals (MCTs) for Deputy Sheriffs	20	\$4,500	\$90,000
MCT Installation in Sheriff's vehicles	20	1,000	20,000
Docking Stations for MCTs	20	800	16,000
Radio Frequency Modems for MCTs	20	900	18,000
Antennae for MCTs	20	250	<u>5,000</u>

Total - Computer Equipment for Sheriff's Department	<u>\$149,000</u>
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The table below shows the funding sources for this \$149,000 request for computer equipment:

<u>Local Match</u> <u>(State AB 3229 Funds)</u>			<u>Grant</u>	<u>Total</u>
<u>Item 4.</u> <u>File</u>			<u>Federal</u> <u>COPS-MORE</u> <u>Grant</u> <u>(Item 5, File</u> <u>143-97-2)</u>	
<u>101-96-52</u>	<u>Other*</u>	<u>Total</u>		
\$0	\$37,410	\$37,410	\$111,590	\$149,000

\* The Sheriff's Department advises that it has submitted a supplemental appropriation request for State AB 3229 funds which includes \$37,410 to serve as the Sheriff's portion of the local match for the subject COPS-MORE Grant Program.

Sergeant Bisordi advises that the SFPD has not yet received approval from EIPSC for the proposed computer equipment. In addition, Sergeant Bisordi advises that the vendor for the proposed \$149,000 in computer equipment has not yet been selected. As such, the proposed resolution (File 143-97-2) should be amended to reserve \$111,590 in Federal COPS-MORE grant funds, pending (a) EIPSC approval and (b) the

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selection of a vendor and the submission of finalized cost details.

**Training Equipment and Consultants (\$43,640)**

The proposed grant project includes funding to train Inspectors, Assistant DAs and Deputy Sheriffs in the use of computer equipment. SFPD advises that this training would be provided at the San Francisco Police Academy, which plans to use a vacant classroom to establish a permanent computer laboratory with 20 laptop computers purchased with 1995 Federal COPS-MORE grant funds. The proposed grant project includes \$16,640 to (a) develop and train a group of in-house Police Academy instructors in the setup, configuration and maintenance of the computer system; (b) develop a training curriculum for the Inspectors, Assistant DAs and Deputy Sheriffs who will be using the computer equipment.

Additionally, \$27,000 would be used to purchase additional equipment for the Police Academy's computer laboratory, including two LAN Servers, which would connect the 20 laptop computers in the computer laboratory to each other and to the Hall of Justice system, and a multimedia screen and projection device, which would allow information displayed on a computer terminal to be projected onto a 67 inch multimedia screen.

The table below shows a breakdown of this \$43,640 funding request for training equipment and consultants. The funding request of \$27,000 for equipment is based on a quotation submitted to the SFPD by Cyber, Inc., one of the three computer vendors approved by the Purchaser. The \$16,640 estimated cost of consulting services for training is based on an estimate submitted by the Police Academy.

	No. of <u>Units</u>	Cost per <u>Unit</u>	Total <u>Cost</u>
<b>Equipment:</b>			
LAN Servers for Police Academy	2	\$9,000	\$18,000
Multimedia screen, 67" diagonal	1	3,000	3,000
Multimedia projection device	1	6,000	<u>6,000</u>
Subtotal - Equipment			\$27,000
<b>Consulting Services:</b>			
Training of Instructors		\$10,240	
Curriculum Development		4,000	
Instructor Development		<u>2,400</u>	
Subtotal - Consulting Services			<u>16,640</u>
Total - Training Equipment and Consultants			<u>\$43,640</u>

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The table below shows the funding sources for this \$43,640 request for training equipment and consultants:

<u>Local Match</u> <u>(State AB 3229 Funds)</u>			<u>Grant</u>	<u>Total</u>
<u>Item 4,</u> <u>File</u> <u>101-96-52</u>			<u>Federal</u> <u>COPS-MORE</u> <u>Grant</u> <u>(Item 5, File</u> <u>143-97-2)</u>	
<u>Other</u>	<u>Total</u>			
\$10,910	\$0	\$10,910	\$32,730	\$43,640

Sergeant Bisordi advises that the SFPD has not yet received approval from EIPSC and that the vendor has not yet been selected for the proposed \$27,000 in computer equipment. Additionally, Sergeant Bisordi advises that the training consultants have not yet been selected. As such, (a) the proposed supplemental appropriation ordinance (File 101-96-52) should be amended to reserve \$10,910 in State AB 3229 funds; and (b) the proposed resolution (File 143-97-2) should be amended to reserve \$32,730 in Federal COPS-MORE grant funds, for a total of \$43,640, pending (a) EIPSC approval and (b) the selection of a vendor and training consultants, the submission of finalized cost details and the MBE/WBE status of the training consultants.

### **Database Development Consultants (\$60,000)**

Funds are also being requested under the proposed COPS-MORE grant program for the development of three databases by outside consultants: (a) a search warrant database; (b) a chronological investigation record database; and (c) a case management record database. These databases would allow Police Inspectors to complete reports, forms and other case file information electronically.

The table below shows a breakdown of this \$60,000 funding request for database development consultants:

<u>Item</u>	<u>Amount</u>
Search warrant database development	\$15,000
Chronological investigation record database development	15,000
Case management record database development	<u>30,000</u>
Total - Database Development Consultants	<u>\$60,000</u>

The table below shows the funding sources for this \$60,000 request for database development consultants:

### **BOARD OF SUPERVISORS** **BUDGET ANALYST**



<b>Local Match</b> <b>(State AB 3229 Funds)</b>			<b>Grant</b>	<b>Total</b>
<b>Item 4.</b> <b>File</b> <b>101-96-52      Other      Total</b>			<b>Federal</b> <b>COPS-MORE</b> <b>Grant</b> <b>(Item 5. File</b> <b>143-97-2)</b>	
\$15,000	\$0	\$15,000	\$45,000	\$60,000

Sergeant Bisordi advises that the SFPD has not yet selected the database development consultants. As such, (a) the proposed supplemental appropriation ordinance (File 101-96-52) should be amended to reserve \$15,000 in State AB 3229 funds; and (b) the proposed resolution (File 143-97-2) should be amended to reserve \$45,000 in Federal COPS-MORE grant funds, for a total of \$60,000, pending the selection of consultants, the submission of finalized cost details and the MBE/WBE status of the consultants.

#### **Network Administration, Engineering and Installation Services (\$93,800)**

Funding in the amount of \$93,800 is included in the proposed COPS-MORE grant program to pay for network administration, engineering and installation services. Network administration, engineering and installation services, at an estimated cost of \$57,500, would be performed either by in-house Department of Telecommunications and Information Services (DTIS) staff or by outside consultants. Additionally, \$28,800 would be used by the DTIS to establish E-mail accounts for Police Inspectors. Additionally, some network installation services would be performed in-house by Department of Public Works (DPW) staff.

The table below shows a breakdown of this \$93,800 funding request for network administration, engineering and installation services:

	<u>Amount</u>
<b>DTIS/Outside Consultants:</b>	
Network administration	\$40,000
Network engineering	10,000
Network installation	<u>7,500</u>
Subtotal	\$57,500
Establishment of E-mail accounts (DTIS)	28,800
Network installation (DPW)	<u>7,500</u>
Total - Administration, Engineering and Installation	<u>\$93,800</u>

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The table below shows the funding sources for this \$93,800 request for network administration, engineering and installation services:

<b><u>Local Match</u></b> <b><u>(State AB 3229 Funds)</u></b>			<b><u>Grant</u></b>	<b><u>Total</u></b>
<b><u>Item 4.</u></b> <b><u>File</u></b> <b><u>101-96-52</u></b> <b><u>Other</u></b> <b><u>Total</u></b>			<b><u>Federal</u></b> <b><u>COPS-MORE</u></b> <b><u>Grant</u></b> <b><u>(Item 5, File</u></b> <b><u>143-97-2)</u></b>	
\$23,450	\$0	\$23,450	\$70,350	\$93,800

As of the writing of this report, SFPD, DTIS and DPW were unable to provide information on whether consultants had been selected or to specify a breakdown of DTIS and DPW project staff that would be utilized, the number of hours and hourly rates. As such, (a) the proposed supplemental appropriation ordinance (File 101-96-52) should be amended to reserve \$23,450 in State AB 3229 funds; and (b) the proposed resolution (File 143-97-2) should be amended to reserve \$70,350 in Federal COPS-MORE grant funds, for a total of \$93,800, pending the selection of consultants, the MBE/WBE status of the consultants and the submission of finalized cost details for both consultants and in-house civil service staff.

#### **Hiring Civilian Personnel for the District Police Stations (\$432,400)**

Each of the City's 10 District Police Stations is staffed by a station duty Police Officer on a 24 hours-per-day, seven day-per-week basis. Police Officers assigned to station duty are responsible for staffing the front counter, answering the telephone and providing general information to the public. The SFPD advises that the assignment of sworn personnel to these duties reduces the number of Police Officers available to work in the neighborhoods of each district.

The proposed grant program would provide \$432,400 in funding for 10 new 1406 Senior Clerk positions to assume the duties currently being performed by sworn Police Officers assigned to station duty at the District Stations. SFPD reports that these 10 civilian employees would each be scheduled to work 40 hours per week. Station duty functions would continue to be performed by sworn Police Officers during the remaining 128 hours per week (based on 24 hours per day x seven days per week, or a total of 168 hours per

#### **BOARD OF SUPERVISORS** **BUDGET ANALYST**

week, less 40 hours) when the Senior Clerks were not scheduled to work. SFPD advises that the proposed hiring of 10 new civilian employees would enable the District Stations to redeploy Police Officers from station duty assignments to patrol assignments, thereby enhancing the presence of Community Police Officers on the streets more economically than by hiring ten new Police Officers.

According to Mr. Matthew Hymel of the Controller's Office, an amendment to the 1996-97 Annual Salary Ordinance is not required for the addition of the proposed 10 new positions since these positions are authorized and funded by a grant.

The biweekly salary and maximum annual salary for the 1406 Senior Clerk position is as follows:

	Biweekly <u>Salary</u>	Maximum Annual <u>Salary</u>
1406 Senior Clerk	\$1,052 - \$1,273	\$33,225

Sergeant Bisordi advises that the SFPD does not know when the 10 new Senior Clerks will be hired. Sergeant Bisordi advises that the proposed COPS-MORE Federal grant and local match would provide 12 months of funding for the 10 new positions. The table below shows a detailed breakdown of the \$432,400 funding request for 10 new Senior Clerk positions for the District Police Stations for a 12-month period.

<u>Item</u>	No. of <u>Positions</u>	Annual Amount per <u>Position</u>	Total <u>Amount</u>
Permanent Salaries	10	\$32,155	\$321,550
<b>Fringe benefits:</b>			
Retirement (1.83%)		588	
Retirement Pick-up (7.5%)		2,412	
Health		2,001	
Health Pick-up		2,700	
Social Security/Medicare (7.65%)		2,460	
Unemployment Insurance (0.17%)		55	
Dental		<u>869</u>	
Subtotal - Fringe Benefits	10	\$11,085	<u>110,850</u>
Total - New Civilian Positions			<u>\$432,400</u>

The table below shows the funding sources for this \$432,400 request for 10 new civilian positions:

<u>Local Match</u> <u>(State AB 3229 Funds)</u>			<u>Grant</u>	<u>Total</u>
<u>Item 4.</u> <u>File</u> <u>101-96-52</u>			<u>Federal</u> <u>COPS-MORE</u> <u>Grant</u> <u>(Item 5, File</u> <u>143-97-2)</u>	
<u>Other</u>	<u>Total</u>			
\$108,100	\$0	\$108,100	\$324,300	\$432,400

According to Sergeant Bisordi, grant funding may be available to fund the 10 positions for an additional two years beyond the initial one-year grant period. Sergeant Bisordi advises that, after this three-year period, the annual ongoing cost of approximately \$446,876 (consisting of \$332,250 in permanent salaries and \$114,626 in fringe benefits) for these 10 positions would be included in the Police Department's annual General Fund budget.

The proposed 10 new positions should be paid at the first salary step of \$27,457 per year, or \$274,570 for 10 positions. Additionally, based on the Retirement Board's current retirement rates (effective January 1, 1997), there is currently no retirement contribution for miscellaneous employees. As such, the amount needed for fringe benefits is only \$10,497 per position (the current request of \$11,085 per position less \$588 requested per position for retirement), or \$104,970 for 10 positions. Thus, the total amount needed for permanent salaries and fringe benefits for the 10 proposed positions is \$379,540 (\$274,570 plus \$104,970), or \$52,860 less than the amount being requested of \$432,400.

As such, the proposed supplemental appropriation ordinance (File 101-96-52) should be reduced by 25 percent of \$52,860, or by \$13,215, from \$575,000 to \$561,785. Additionally, the proposed resolution (File 143-97-2) should be amended to reduce the grant amount by 75 percent of \$52,860, or by \$39,645, from \$1,558,717 to \$1,519,072 and to reduce the local match requirement by \$13,215, from \$519,573 to \$506,358, to reflect the actual amount needed for permanent salaries and fringe benefits for the 10 proposed new civilian positions.

## **Behavioral Health Insurance Coverage (\$100,000)**

The proposed resolution (File 207-97-8) would authorize the SFPD to obtain behavioral health insurance coverage for its uniform members. The proposed supplemental appropriation ordinance (File 101-96-52) would appropriate \$100,000 for one year of behavioral health insurance coverage for approximately 2,020 uniform employees. Behavioral health insurance coverage would provide uniform members of the Police Department and their dependents with confidential psychological and emotional assistance.

According to Lieutenant Al Benner, Ph.D., Department Psychologist for the Police Department, police work has emotional and physical consequences for uniform employees. Lieutenant Benner advises that, although he currently provides some counseling and referral services to uniform employees on an in-house basis, he is unable to serve all uniform employees who may have a need to utilize such services. Additionally, Lieutenant Benner advises that, although the City's existing health insurance plans do provide inpatient services and hospitalization for behavioral health problems, the outpatient behavioral health services provided by these health insurance plans are minimal and are often of poor quality. As such, Lieutenant Benner advises that there is a need for health insurance coverage which would provide more accessible and better quality outpatient behavioral health services for uniform employees.

The Police Department has selected U.S. Behavioral Health (USBH), which is not an MBE or WBE firm, on a sole source basis to provide behavioral health insurance coverage for each of the 2,020 existing uniform members of the Police Department for a one-year period. According to Lieutenant Benner, USBH was selected based on the following factors:

- In 1996, USBH competed with five other firms to win a contract from the Health Service System Board to provide a comprehensive chemical dependency program for all City employees, based on the superior experience and qualifications of its personnel and its reputation for providing high quality services.
- Based on informal quotes obtained by the Police Department from other behavioral health insurance providers, USBH provides the most generous benefits at the lowest cost.



- While USBH is a national organization, it is headquartered in San Francisco.

The amount of the one-year contract with USBH would be \$100,000, based upon a capitated rate of \$4.125 per employee per month, or \$49.50 per employee per year for approximately 2,020 uniform employees.

Such insurance coverage would provide the following services to uniform employees and their dependents:

- Unlimited 24 hour, seven day per week clinical assistance through USBH's toll-free number;
- Crisis intervention, brief treatment, assessment and referral services;
- Access to USBH's national network of 33,000 credentialed providers;
- Up to eight in-person counseling sessions per year with a USBH network provider;
- Customized member communication package, including brochures, identification cards and posters; and
- Access to credentialed Police Specialty Providers throughout the Bay Area, including the Police Department's existing network of Police Psychologist professionals.

Under the proposed contract, USBH would be responsible for all claims processing and claims payment for services rendered by network providers. Additionally, USBH would (a) submit quarterly activity reports containing data on the extent to which USBH's services are being used by uniform employees; (b) provide systems support in automating eligibility, provider network, billing and member services information; and (c) provide access to USBH's comprehensive training and critical incident stress debriefing services, on an additional fee-for-service basis. Additionally, USBH would assist the SFPD in developing additional professional resources for employees with behavioral health problems.

Lieutenant Benner advises that the behavioral health insurance coverage provided by USBH would be evaluated by an SFPD Peer Support Steering Committee during and after the initial one-year contract period. Based on this evaluation process, a decision would be made by SFPD management

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whether to request the continuance of the behavioral health insurance coverage beyond the initial one-year period, and whether to continue contracting with USBH for such coverage. Lieutenant Benner advises that the annual ongoing costs and the source of funding to provide continuous behavioral health insurance coverage beyond the initial one-year period have not yet been determined. The funding authorization to provide ongoing behavioral health insurance coverage for uniform employees would be subject to Board of Supervisors approval.

**Comments:**

1. In 1996, the Board of Supervisors approved a resolution (File 97-96-45) authorizing the allocation of \$2,343,457 in State Citizens Option for Public Safety (COPS) Program (AB 3229) funds to City departments, including the Police Department, the Sheriff's Department and the District Attorney's Office, in accordance with the recommendations of the Mayor's Office of Criminal Justice Planning (MOCJP). The proposed supplemental appropriation ordinance (File 101-96-52) would appropriate \$575,000 in State AB 3229 funds on behalf of the Police Department, including \$475,000 to serve as the Police Department's share of the required local match for the proposed Federal COPS-MORE grant. In addition, (a) the Sheriff's Department advises that it has submitted a supplemental appropriation request in the amount of \$37,410 in State AB 3229 funds; and (b) the DA's Office advises that it plans to submit a supplemental appropriation request in the amount of \$7,163 in State AB 3229 funds, to serve as the Sheriff's and the DA's shares of the required local match.

2. Sergeant Bisordi advises that the SFPD was notified of the availability of Federal COPS-MORE grant funds in August of 1996, approximately three weeks prior to the application deadline of September 9, 1996. As such, Sergeant Bisordi advises that the SFPD did not have sufficient time to obtain Board of Supervisors approval to apply for the proposed grant funds prior to submitting the grant application. The proposed resolution (File 143-97-2) therefore authorizes the Police Department to apply for the proposed grant retroactively.

3. Mr. Rodney Loucks of DTIS estimates that additional annual maintenance and replacement costs for computer equipment typically run approximately 10 percent of the total equipment cost of \$1,475,450 (\$1,299,450 for the SFPD and the DA, plus \$149,000 for the Sheriff, plus \$27,000 in training equipment), or \$147,545 annually. However, Mr. Loucks reports that the City may negotiate an extended

warranty contract for the equipment if it is more cost-effective to do so. Sergeant Bisordi advises that any additional maintenance and replacement costs would be included in the Police Department's annual General Fund budget requests.

4. Attached is the Summary of Grant Request form, as prepared by the Police Department.

5. A Disability Access Checklist has been completed by the Police Department and is included in the Clerk of the Board's file.

6. In summary, the proposed supplemental appropriation ordinance (Item 4, File 101-96-52) would appropriate \$575,000 in State AB 3229 funds for (a) the Police Department's share of the required local match for the Federal COPS-MORE grant (\$475,000); and (b) behavioral health insurance coverage (\$100,000). Additionally, the proposed resolution (Item 5, File 143-97-2) would authorize the Police Department to apply for retroactively, accept and expend a \$1,558,717 Federal COPS-MORE grant, and would require the City to provide a local match in the amount of \$519,573. The source of funding for this local match would be (a) \$475,000 included in the aforementioned supplemental appropriation request; and (b) an additional \$44,573 in State AB 3229 funds to be requested by the Sheriff's Department and the DA's Office. Funds from the COPS-MORE Grant Program, which would have a total cost of \$2,078,290 (\$1,558,717 in Federal COPS-MORE grant funds plus \$519,573 in State AB 3229 funds), would be used to (a) purchase 177 laptop computers and 36 desktop computers and install a Local Area Network in the SFPD's Investigations Bureau and the DA's Office; (b) purchase 20 laptop computers for Deputy Sheriffs; (c) hire training consultants and purchase computer training equipment; (d) hire database development consultants; (e) obtain network administration, engineering and installation services; and (e) hire 10 new civilian personnel for the Police Department's 10 District Police Stations.

The other proposed resolution (File 207-97-8) would authorize the Police Department to obtain behavioral health insurance coverage for its uniform members. The initial source of funding would be \$100,000 in State AB 3229 funds included in the subject supplemental appropriation request, as noted above.

7. As noted in the **Hiring of Civilian Personnel** Section of this report, the total amount needed for permanent salaries and fringe benefits for the 10 proposed civilian positions is \$379,540 (\$274,570 in permanent salaries plus \$104,970 in fringe benefits), or \$52,860 less than the amount being requested of \$432,400. As such, the proposed supplemental appropriation ordinance (File 101-96-52) should be reduced by \$13,215, from \$575,000 to \$561,785. Additionally, the proposed resolution (File 143-97-2) should be amended to reduce the grant amount by \$39,645, from \$1,558,717 to \$1,519,072 and to reduce the local match requirement by \$13,215, from \$519,573 to \$506,358, to reflect the actual amount needed, as determined by the Budget Analyst, for permanent salaries and fringe benefits for the 10 proposed new civilian positions.

8. The Budget Analyst is recommending that \$366,900 in State AB 3229 funds and \$1,234,417 in Federal COPS-MORE grant funds, for a total of \$1,601,317, be placed on reserve, pending (a) EIPSC approval; (b) the selection of vendors and consultants and the MBE/WBE status of the consultants; and (c) the submission of finalized cost details for equipment, consultants and in-house project staff. The table below shows the Budget Analyst's recommended amounts and the amounts which should be placed on reserve.

<u>Item</u>	<u>Budget Analyst's Recommended Amount</u>	<u>Amount to Reserve from State AB 3229 Funds (File 101-96-52)</u>	<u>Amount to Reserve from Federal COPS-MORE Grant (File 143-97-2)</u>	<u>Total Recommended Amount to be Reserved</u>
Computer Equipment for Investigations Bureau & District Attorney's Office	\$1,299,450	\$317,540	\$974,747	\$1,292,287
Computer Equipment for Sheriff's Department	149,000	0	111,590	111,590
Training Equipment and Consultants	43,640	10,910	32,730	43,640
Database Development Consultants	60,000	15,000	45,000	60,000
Network Administration, Engineering and Installation	93,800	23,450	70,350	93,800
Hiring of Civilian Personnel for SFPD's District Stations	<u>379,540</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal - COPS-MORE Grant Program	\$2,025,430	\$366,900	\$1,234,417	\$1,601,317
Behavioral Health Insurance Coverage	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<u>\$2,125,430</u>	<u>\$366,900</u>	<u>\$1,234,417</u>	<u>\$1,601,317</u>

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- Recommendations:**
1. Reduce the proposed supplemental appropriation ordinance by \$13,215, from \$575,000 to \$561,785, in accordance with Comment No. 7 above (Item 4, File 101-96-52).
  2. Amend the proposed supplemental appropriation ordinance to reserve \$366,900 in State AB 3229 funds for the local share of the Federal COPS-MORE grant, pending (a) EIPSC approval; (b) the selection of vendors and consultants and the MBE/WBE status of the consultants; and (c) the submission of finalized cost details for equipment, consultants and in-house project staff, as reflected in Comment No. 8 above (Item 4, File 101-96-52).
  3. Approve \$461,785 of the \$475,000 supplemental appropriation request for the local share of the Federal COPS-MORE grant, placing \$366,900 on reserve (Item 4, File 101-96-52).
  4. Approval of \$100,000 in State AB 3229 funds for behavioral health insurance coverage for uniform members of the Police Department is a policy matter for the Board of Supervisors (Item 4, File 101-96-52).
  5. Amend the proposed resolution to reduce the grant amount by \$39,645, from \$1,558,717 to \$1,519,072 and to reduce the local match requirement by \$13,215, from \$519,573 to \$506,358, in accordance with Comment No. 7 above (Item 5, File 143-97-2).
  6. Amend the proposed resolution to reserve \$1,234,417 in Federal COPS-MORE grant funds, pending (a) EIPSC approval; (b) the selection of vendors and consultants and the MBE/WBE status of the consultants; and (c) the submission of finalized cost details for equipment, consultants and in-house project staff, in accordance with Comment No. 8 above (Item 5, File 143-97-2).
  7. Approval of the proposed resolution, which would authorize the Police Department to obtain behavioral health insurance coverage for its uniform members, is a policy matter for the Board of Supervisors (Item 6, File 207-97-8).



Grantor: U. S. Department of Justice  
 Contact Person: John Lee  
 Address: 1100 Vermont Avenue, NW  
 Washington, DC 20530- (202) 541-8966  
 Amount Requested: \$1,558,717.00  
 Term From: 10-1-96 to 9-30-97  
 Health Commission: \_\_\_\_\_

Attachment  
 Division: Office of Criminal Justice Planning  
 Section: San Francisco Police Department  
 Contact Person: Sergeant John V. Bisordi  
 Telephone: (415) 553-1120  
 Application Deadline: September 9, 1996  
 Notification Expected: October 1, 1996  
 Board of Supervisors: Fin. Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**Description:** Request to (apply for) (accept and expend) (retroactively accept and expend) a (new) (continuation)(allocation) (augmentation) to the amount of \$1,558,717.00 from the period of October 1, 1996 - October 31, 1997 to implement a new technological system.

The U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS), identified funding for a grant called Making Officer Redeployment Effective (MORE). This grant is part of several approaches developed by the U.S. Department of Justice under the Violent Crime Control and Law Enforcement Act of 1994 to increase deployment of law enforcement officers devoted to community policing on the streets of the nation. This grant is designed to expand the time available for community policing by current law enforcement officers, rather than fund the rehiring of additional law enforcement officers. This grant may be used to purchase technology and equipment and to support services (including civilian personnel). Grants are made for up to 75 percent of the cost of the technology, equipment, or civilian salaries for one year. Agencies receiving grants are required to provide a minimum 25 percent local cash match.

**Goals/Objectives:** The San Francisco Police Department's proposal is to implement a new technological system for the Bureau of Investigations and Criminal Attorney's Office. The purchase of desk-top and laptop computers and the installation of a Local Area Network will provide a more efficient means of communications between the two Departments. This system will allow both Departments the ability to save officer time in completing documents and transmitting information between Department field units. Also, a training and support component will be included. The proposal will also provide for the permanent hiring of civilian employees to perform the duties that are currently being done by police officers. These sworn officers will be reassigned to community policing activities.

**Justification of Reduction or Termination of these funds**

The program would not be undertaken without the funds available from this grant.

Financial Information						
	Col. A	Col. B	Col. C	Col. D	Req. Match	Apprvd. By
	(2 yrs. ago)	(past year)	(proposed)	(change)		
Amt.			\$1,558,717		\$519,573	
Travel			324,300		108,100	
Rent			1,091,587		363,863	
Srv.			142,830		47,610	
Supp.			-----		----	
Other			----		----	
Total Cost			n/a		n/a	
Data Processing						
Personnel						
Contract			\$ 324,300		\$108,100	
Other			-----		----	
Total			142,830		47,610	

(c) of non-grant funding for salaries of CSC employees working part-time on this grant. None.

Will funded employees be retained after this grant terminates? If so, How? Yes, from the Police Department's annual budget.

**Contractual Services**

Open bid: XXXX Sole Source: \_\_\_\_\_  
 (If sole source attach Request for Exemption form)





Item 7 - File 101-96-53

**Department:** Fine Arts Museums of San Francisco (FAM)

**Item:** Supplemental appropriation ordinance appropriating Hotel Tax revenues of \$66,485 and reappropriating funds from services of Other Departments of \$124,457 for a total amount of \$190,942 in order to pay for a projected budgetary shortfall in Salaries and Fringe Benefits.

**Amount:** \$190,942

**Source of Funds:** \$ 66,485 Hotel Tax revenues  
                          124,457 Reappropriation of Light, Heat and Power monies  
\$190,942 Total

**Description:** The proposed supplemental appropriation is related to security guard personnel costs at the Fine Arts Museums (FAM). Specifically, this request for \$190,942 would fund budgetary shortfalls related to (1) changes in work hours and rates of pay; and (2) unanticipated expenditures for Overtime and Temporary Salaries. Revenue sources to fund the total amount of \$190,942 requested in this proposed supplemental appropriation will consist of the amount of \$124,457 reappropriated from the FAM Light, Heat, and Power line item and the amount of \$66,485 from Hotel Tax revenues (See Comments Nos. 7 and 8). The requested funds are to be allocated as follows:

Permanent Salaries - Misc.	\$162,982
Premium Pay - Misc.	27,960
Total	\$190,942

Changes in Work Hours and Rate of Pay

In 1994, the Board of Supervisors approved a resolution ratifying an amendment to a Memorandum of Understanding (MOU) pertaining to the FAM between the City and the Service Employees International Union (SEIU) Local 790 (File 93-94-11). The resolution amended the existing MOU with SEIU 790 to adjust various hours and other terms and conditions of employment for certain employees of the FAM, effective from August 1, 1993 through June 30, 1996.

Among the provisions in the amendment to the MOU were: (1) normal workdays were reduced for Class 8226 Museum Guards and Class 8202 Security Guards from eight to seven paid hours, or from a 40-hour work week to a 35-hour work

week; and (2) all security employees hired after September 1, 1993 would be placed in the salary schedule of the 8202 Security Guards instead of the more highly paid 8226 Museum Guards.

On June 30, 1996 the previously approved amendment to the MOU pertaining to the FAM expired. Mr. Steve Dykes of the FAM advises that the amendment was not extended because SEIU 790 would not enter into an extension of the MOU amendment. According to Mr. Dykes, the Mayor's Office made the policy decision to place all security guard classifications on a 40-hour work week in the FY 1996-97 budget. The Budget Analyst estimates additional FY 1996-97 salary and fringe benefit costs for the five additional hours per week for 8226 Museum Guards and 8202 Security Guards is \$232,648.

According to Mr. John Figone of the Department of Human Resources, Employee Relations Division, the previously approved MOU between SEIU and the City mandated that, upon expiration of the amendment, 8202 Security Guards be compensated at the same rate as 8226 Museum Guards. Therefore, beginning on July 1, 1996 the 8202 Security Guards received salary increases from \$31,999 annually at the top salary step to \$44,266 annually at the top salary step. The Budget Analyst estimates that additional FY 1996-97 salary and fringe benefit costs to pay 19 8202 Security Guards at the same rate as 8226 Museum Guards is \$113,204.

#### Budgetary Shortfall in Overtime and Temporary Salaries

The Budget Analysts projects that, based on the most recent pay period, the FAM will have a total budgetary shortfall of \$153,596 in Overtime and Temporary Salaries accounts in FY 1996-97.

According to Mr. Dykes, 1996 marked the first time in five years that all three facilities were simultaneously in operation (the de Young Museum, the Palace of the Legion of Honor, and the Asian Art Museum).<sup>1</sup> Mr. Dykes states, that although the FAM was authorized in the FY 1996-97 budget to hire adequate guard staff to provide security for the three facilities, five security guard positions were held vacant in

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<sup>1</sup> The Asian Art Museum is not a part of the FAM. However, because the Asian Art Museum is currently a tenant of the FAM at the de Young Museum facility, FAM provides certain services to the Asian Art Museum including security guard services.

order to partially fund the increased expenditures detailed above for changes in work hours and rates of pay. However, Mr. Dykes advises that the FAM had to use Overtime and Temporary guard hours to ensure that adequate security was provided in the absence of the five security guard positions which were kept vacant.

Mr. Dykes advises that the FAM is currently overexpending Temporary Salary monies to hire temporary security guards to cover for security guards on vacation and sick leave in order to prevent gallery closures. According to Mr. Dykes, Overtime is being used primarily to maintain night security guard staffing levels due to absences from sick leave. Mr. Dykes advises that additional funding for Overtime and Temporary Salaries was not requested in the FAM FY 1996-97 budget because it had been anticipated that the amendment to the MOU would be renewed so the FAM did not expect to hold five security positions vacant.

#### Offsetting Salary Savings

As noted above, Mr. Dykes advises that the FAM has partially offset the budgetary shortfall by not filling five security guard positions which were funded in the FAM FY 1996-97 budget. These positions are one 8230 Chief Museum Guard, one 8228 Senior Museum Guard, one 8226 Museum Guard, and two 8202 Security Guards. The Budget Analyst estimates FY 1996-97 salary savings from not filling these positions at \$193,944.

#### **Comments:**

1. An analysis was conducted by the Controller's Office using pay period data as of March 7, 1997 to determine the unmet projected funds needed for FY 1996-97 for all Personnel Services for the Fine Arts Museum. An independent analysis conducted by the Budget Analyst's Office concurs with the Controller's Office analysis. A summary of the analysis is as follows:

Memo to Finance Committee  
April 9, 1997 Finance Committee Meeting

<u>Line Item</u>	<u>Permanent Salaries</u>	<u>Overtime</u>	<u>Holiday Pay</u>	<u>Premium Pay</u>	<u>Temporary Salaries</u>	<u>Mandatory Fringe Benefits</u>	<u>Total</u>
Original Amount Budgeted							
FY 1996-97	\$2,507,055	\$50,549	\$64,715	\$60,011	\$35,802	\$691,338	\$3,409,470
Amount Expended							
7/1/96 to 3/7/97	1,743,381	57,038	54,037	39,175	98,361	471,904	\$2,463,896
Projected Expenditures							
3/8/97 to 6/30/97	788,009	28,812	5,404	17,350	55,736	205,489	\$1,100,800
Total Projected Expenditures	\$2,531,390	\$85,850	\$59,441	\$56,525	\$154,097	\$677,393	\$3,564,696
<b>Total Projected (Deficit)/ Surplus</b>	<b>(\$24,335)</b>	<b>(\$35,301)</b>	<b>\$5,274</b>	<b>\$3,486</b>	<b>(\$118,295)</b>	<b>\$13,945</b>	<b>(\$155,226)</b>

As shown above, the actual total projected shortfall in the FAM FY 1996-97 personnel budget is \$155,226, or \$35,716 less than the \$190,942 requested in the proposed supplemental appropriation. The FAM concurs with this analysis. Therefore the Budget Analyst recommends that the requested supplemental appropriation be reduced by \$35,716 to \$155,226.

Specifically, the Budget Analyst recommends the following reductions in the requested supplemental appropriation:

<u>Category</u>	<u>Supplemental Appropriation Request</u>	<u>Amount Recommended by Budget Analyst</u>	<u>Budget Analyst's Recommended Reduction</u>
Permanent Salaries	\$162,982	\$155,226	\$7,756
Fringe Benefits	<u>27,960</u>	<u>-0-</u>	<u>27,960</u>
Total	\$190,942	\$155,226*	\$35,716

\* The actual budgetary shortfall projected by the Budget Analyst and the Controller's Office in the category of Permanent Salaries is \$24,335. However, the analysis also projects an estimated budgetary shortfall in the categories of Overtime and Temporary Salaries. According to Mr. Matthew Hymel of the Controller's Office, the FAM may transfer funds between personnel accounts, depending on the FAM's actual funding needs in each account, subject to the approval of the Controller's Office.

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2. The proposed supplemental appropriation indicates that under the heading "Funding Uses" the amount of \$27,960 is requested to be allocated to Premium Pay - Misc. This is a typographical error, the proposed supplemental appropriation should be amended by changing Premium Pay - Misc. in the amount of \$27,960 to Fringe Benefits in the same amount.

3. The Budget Analyst recommends that the funding source category allocations for the \$155,226 budgetary shortfall estimated by the Budget Analyst be allocated as follows:

Funding <u>Category</u>	Supplemental Appropriation <u>Request</u>	Budget Analyst's Recommended <u>Reduction</u>	Amount Recommended by Budget <u>Analyst</u>
Hotel Tax	\$ 66,485	\$ -0-	\$ 66,485
Heat, Light & Power	<u>124,457</u>	<u>35,716</u>	<u>88,741</u>
Total	\$190,942	\$35,716	\$155,226

4. According to Mr. Dykes, the FAM did not request the increased funds necessary to cover additional expenses related to the increase in work hours and rates of pay and expenditures for Overtime and Temporary Salaries in its FY 1996-97 budget because the FAM had been instructed by the Mayor's Budget Office in Spring 1996 to submit a FY 1996-97 budget based on the previously approved MOU amendment and to continue to negotiate with SEIU 790 for an extension of the amendment.

5. Mr. Dykes states that the Mayor's Office approved a requested supplemental appropriation from the FAM in the Fall of 1996. However, because the FAM was preoccupied with a bond issue on the November ballot concerning the de Young Museum, the supplemental was delayed at the request of the FAM. The amounts requested were then revised by the FAM. The revised subject supplemental appropriation, which is the subject of this report, was then submitted by FAM to the Mayor's Office in January 1997.

6. In the professional judgment of the Budget Analyst, the FAM should conduct a careful analysis of its security personnel staffing needs, to determine the most efficient manner of obtaining adequate security coverage for all facilities managed by the FAM. This analysis should be conducted in time to ensure that the FAM budget for FY 1997-98 contains sufficient funding in the appropriate personnel categories, so that the FAM will not need to

request supplemental funding during the course of FY 1997-98.

7. According to Mr. Dykes, there is a projected savings in the Light, Heat and Power line item due to lower gas utility rates in both the de Young and the Palace of the Legion of Honor buildings in an estimated total amount of \$135,015. The Controller's Office has confirmed that these projections are accurate.

8. In FY 1996-97 5.155 percent of the City's Hotel Tax was dedicated to the FAM as specified in Section 5.15 of the City's Administrative Code. For FY 1996-97, the amount of the Hotel Tax allocated to the FAM was projected at approximately \$3.5 million based on prior year Hotel Tax revenue. According to Mr. Hymel, overall FY 1996-97 Hotel Tax revenue allocated to the FAM will be greater than initially projected because actual prior year Hotel Tax revenues were higher than projected revenues. Mr. Hymel states that the FAM will receive revenue from the Hotel Tax Fund sufficient to cover the amount of \$66,485 requested from this source in the subject supplemental appropriation.

- Recommendations:**
1. Amend the requested supplemental appropriation by changing Premium Pay - Misc. in the amount of \$27,960 to Fringe Benefits in the same amount in accordance with Comment No. 2.
  2. Reduce the requested supplemental appropriation in the category of Permanent Salaries by \$7,756 from \$162,982 to \$155,226; and reduce the category of Fringe Benefits by \$27,960 from \$27,960 to zero resulting in a total reduction of \$35,716 from the requested amount of \$190,942 to \$155,226 in accordance with Comment No. 1.
  3. Reduce the funding source allocation of Heat, Light and Power monies by \$35,716 from the amount of \$124,457 to \$88,741 as detailed in Comment No. 2.
  4. Approve the requested supplemental appropriation as amended.
  5. Request the FAM to conduct an analysis of security staffing needs in accordance with Comment No. 6 above.

Items 8 and 9 - Files 101-96-54 and 102-96-14

**Department:** Municipal Railway

**Item:** **File 101-96-54:** Ordinance appropriating \$372,639 for salaries and fringe benefits for the creation of 38 positions to implement Proposition J management audit recommendations at the Municipal Railway.

**File 102-96-14:** Ordinance amending the FY 1996-97 Annual Salary Ordinance reflecting the creation of 38 positions in the Municipal Railway.

**Amount:** \$372,639

**Source of Funds:** Municipal Railway Passenger Fares

**Description:** The proposed supplemental appropriation ordinance (File 101-96-54) would appropriate \$372,639 for the creation of 38 new positions to implement Proposition J management audit recommendations made by the Budget Analyst in the management audit of the Municipal Railway (MUNI) conducted pursuant to Proposition J, which was approved by the electorate in November, 1995. The \$372,674 request would be used (a) to provide permanent salaries of \$241,790 and mandatory fringe benefits of \$55,849 for 38 new positions for the remainder of the FY 1996-97 and (b) \$75,000 for Other Professional Services to conduct an operational and work improvement study of the MUNI Metro Stations. The \$241,790 for permanent salary costs was calculated on the basis that these 38 new positions would be staffed for a total of five pay periods, from April 22, 1997 through June 30, 1997.

The proposed ordinance (File 102-96-14) would amend the FY 1996-97 Annual Salary Ordinance to add 38 new positions, as follows:

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<u>No. of Positions</u>	<u>Title</u>	<u>Biweekly Salary Range</u>	<u>Total Annual Salary</u>	<u>Annual Salaries</u>
31	1444 Secretary I	\$1,120- \$1,355	\$35,365	\$1,096,315
2	7410 Automotive Service Worker	\$1,152-\$1,394	\$36,383	72,766
1	8166 Workers Comp. Supervisor II	\$2,354-\$2,862	\$74,698	74,698
1	1372 Special Assistant XIII	\$2,252-\$2,737	\$71,435	71,435
1	1276 Dept. Personnel Director	\$2,874-\$3,493	\$91,167	91,167
<u>2</u>	1244 Sr. Personnel Analyst	\$1,927-\$2,342	\$61,126	<u>122,252</u>
38	Totals			\$1,528,633

Based on existing salary levels, the estimated annual costs to the City of the 38 new positions at the top step, including fringe benefits, is \$1,880,219.

### Replacement of Special Duty Operators

As previously reported by the Budget Analyst in the July, 1996 management audit report of MUNI, MUNI has assigned Transit Operators to non-driving duties for many years to provide various clerical, administrative, and support services in the Department. The employees who are placed on these non-driving assignments are termed "Special Duty Operators", or SDOs. The management audit report, conducted by the Budget Analyst, determined that as of April 1996, MUNI had 53 full-time Platform Operators performing full-time duties as SDOs at significant cost to the City, in violation of the current Memorandum of Understanding with the Transit Workers Union Local 250 and inconsistent with the budget policy established by the Mayor and the Board of Supervisors. The Budget Analyst recommended that the Director of Transportation discontinue the use of SDOs, except for light duty positions and the ten positions permitted by the current MOU with TWU Local 250. In December 1996 and January 1997, MUNI management met and conferred with TWU - Local 250A and all SDOs, including the ten positions authorized by the MOU, were returned to driving status.

However, MUNI has determined that 31 of the 53 SDOs that returned to driving assignments had been providing essential services and must be replaced. The proposed supplemental appropriation would provide funding for 31 Secretary I (1444) positions to replace 31 of the 53 SDOs

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that were returned to driving duties. While the scope of the management audit did not allow sufficient time to evaluate the need for each of 53 functions performed by these SDOs, we believe that the addition of 31 Secretary I positions to perform the duties previously performed by the 53 Special Duty Transit Operator positions appears to be reasonable.

### **Fuel Waste, Engine Wear, and Air Pollution**

MUNI's policy is to start diesel bus engines 15 minutes before each bus leaves on its scheduled run. This policy agrees with the recommended manufacturer standards. However, the Budget Analyst found that this procedure was not being followed at the Woods and Kirkland bus yards, and buses were started and left idling for at least two and one-half hours and as much as four and one-half hours prior to the morning pullout. This practice results in wasted fuel, excessive engine wear, costing the City \$670,000 annually as well as unnecessary air pollution. The Budget Analyst recommended that this practice be discontinued and that the MUNI hire two Auto Service Workers to assist with the starting of the diesel buses, one each at Woods and at Kirkland Bus Yards. MUNI is now starting the engines 15 minutes before buses leave, as recommended by the Budget Analyst. The supplemental appropriation request would provide funding for two 7410 Automotive Service Worker positions which is consistent with the Budget Analyst's recommendation.

### **Integrated Safety and Loss Prevention**

Another recommendation of the Budget Analyst in the July, 1996 management audit of MUNI was that MUNI should seek approval and funding for the Integrated Safety and Loss Prevention Program which had been developed by MUNI in March, 1996. The purpose of this program is to reduce the Worker's Compensation costs and reduce the non-productive paid time of MUNI employees. Ms. Nancy Whelan of MUNI reports that, following issuance of the management audit, MUNI included a total of \$259,298 for implementation of the Integrated Safety and Loss Prevention Program in the FY 1996-97 budget, primarily to fund the addition of five new positions related to accident prevention for nine months. The subject supplemental appropriation request would provide funding for one 8166 Workers Compensation Supervisor II. Ms. Whelan states that this Workers Compensation Supervisor II is needed to help manage claims processing, to identify claims that require investigation and to coordinate the "Return to



Work" Program, which focuses on getting injured workers back to productive work as soon as they are able to return. The Budget Analyst concurs with the need for this position. The additional costs related to the Integrated Safety and Loss Prevention Program were anticipated to be significantly offset by eventual reductions in Workers Compensation claims and costs, and increased availability of productive employees. Ms. Whelan states that approximately \$420,430 has been included in MUNI's proposed FY 1997-98 budget for ongoing implementation of the Integrated Safety and Loss Prevention Program, which includes annualization of the positions that were added for nine months in FY 1996-97, as well as annualization of the new 8166 Workers Compensation Supervisor II proposed in this supplemental appropriation request.

### **Administrative Staff For the Implementation of Proposition J Recommendations**

The July, 1996 management audit conducted by the Budget Analyst did not recommend the addition of any administrative staff for the purpose of implementing the Budget Analyst's audit recommendations. The MUNI supplemental appropriation request, however, includes four new positions to assist in the implementation of the Proposition J Audit recommendations as follows:

One 1372 Special Assistant XIII is requested by MUNI to be responsible for monitoring the implementation of the Proposition J Audit Action Plan which was prepared by the MUNI staff with assistance from two outside consultants, Pittman and Hames Associates and Nelson-Nygaard and Associates. (See Comment No. 4.)

One 1276 Departmental Personnel Director is requested to manage MUNI's Human Resources Division. This position would be responsible for the overall management of personnel-related functions including classification, examinations, employee/labor relations (discipline/grievances), Equal Employment Opportunity/Affirmative Action (EEO/AA), and training/employee development. (See Comment No. 5.)

Two 1244 Senior Personnel Analyst positions are requested to staff a decentralized Examination & Classification Unit and administer a comprehensive Recruitment and Selection Program to administer examinations which are required to fill the vacant positions at MUNI. (See Comment No. 5.)

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### **Metro Stations Operational and Working Condition Study**

In the July, 1996 management audit, the Budget Analyst recommended that MUNI conduct a study of the Metro Stations to determine steps which can be taken at minor cost to improve operational and working conditions, and on those working and operational condition improvements that may require significant funding through a capital project. The supplemental appropriation request includes \$75,000 for a consultant contract to conduct this study, which is consistent with the prior recommendations of the Budget Analyst.

#### **Comments:**

1. Ms. Nancy Whelan of MUNI advised the Budget Analyst that the 53 Platform Operators who have been performing SDO (non-driving) duties have all been returned to driving duties and that the practice of using SDOs to perform administrative non-driving duties has been indefinitely discontinued. She further advised that the 31 Secretary I positions which are included in this supplemental budget request are the only positions which are planned to be replaced, and that the remaining 22 SDOs which have been returned to driving status will not be replaced. While the 31 Secretary I positions will cost \$1,096,315 annually at the top step, returning the 53 SDOs to driving status will reduce the Platform Salary requirement by at least \$2,150,000 annually. Therefore, the Budget Analyst recommends approval of the 31 Secretary I positions.

2. The Budget Analyst estimated that starting buses at Woods and Kirkland bus yards and leaving them idling for at least two and one-half hours and as much as four and one-half hours resulted in unnecessary fuel usage and engine wear and tear costing an estimated \$670,000 annually. Adding the two Automotive Service Worker positions to discontinue this practice will result in savings estimated at \$670,000 annually. Therefore, the Budget Analyst recommends approval of these two positions, which is consistent with the recommendation contained in the Budget Analyst's management audit. Mr. David Stumpo of MUNI states that the practice of starting diesel bus engines two and one-half hours or more prior to pull out has been discontinued.

3. As previously noted, the Budget Analyst recommended that MUNI seek approval and funding for an Integrated Safety and Loss Prevention Program which MUNI had planned to implement. The supplemental appropriation

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request would provide funding for one 8166 Workers Compensation Supervisor II. While the management audit did not make a recommendation as to the need for this specific position, the Budget Analyst recommends approval of the requested Worker's Compensation Supervisor II position, which is needed to implement the Integrated Safety and Loss Prevention Program, as recommended by the Budget Analyst.

4. The supplemental appropriation request includes a new position of 1372 Special Assistant XIII which would be responsible for monitoring the implementation of the Proposition J Audit Action Plan. As previously noted, the Budget Analyst did not recommend the addition of administrative staff for the implementation of the Proposition J management audit recommendations. Instead, the Budget Analyst recommends that existing staff should be able to implement the recommendations with no diminution of services. In fact, the recommendations included in the Budget Analyst's management audit reflect opportunities for increasing the overall efficiency, effectiveness and economy of MUNI, which need to be implemented by existing MUNI management in order to be part of their ongoing operations and should not require a separate person to enforce their implementation. Therefore, the requested 1372 Special Assistant XIII position should not be approved and the proposed supplemental appropriation request should be reduced by \$13,850 as follows:

<u>Purpose of Appropriation</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
Page 2, Line 22 Permanent Salaries	\$11,260	0	\$11,260
Page 2, Line 23 Mandatory Fringe Benefits	<u>2,590</u>	<u>0</u>	<u>2,590</u>
Totals	\$13,850	0	13,850

As reflected in the Attachment, MUNI does not agree with this recommended reduction.

5. Also included in the supplemental appropriation request is one new 1276 Departmental Personnel Director and two new 1244 Senior Personnel Analyst positions. MUNI believes that additional positions are needed in its Personnel Section to perform the recruitment and examination functions for the Department. Presently, MUNI has three 1242 Personnel Analyst positions, one 1244 Senior Personnel Analyst, one 1246 Principal Personnel Analyst and one 1270 Departmental Personnel Officer position, for a total of six personnel positions. In

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addition, MUNI reports that they are requesting up to an additional six personnel positions in their FY 1997-98 budget. Based on the existing level of vacant positions and the planned 36 examinations to be conducted annually, the Budget Analyst recommends the addition of the two Senior Personnel Analyst Positions. However, given that (1) the Budget Analyst is recommending the addition of two additional personnel positions at this time, (2) MUNI is requesting numerous additional personnel positions as part of their FY 1997-98 budget and (3) MUNI requested that the 1276 Department Personnel Director position be deleted in their FY 1996-97 budget, the Budget Analyst is not recommending approval of the requested new 1276 Departmental Personnel Director position at this time.

In the FY 1996-97 budget MUNI requested and the Mayor and Board of Supervisors approved the substitution of positions as follows:

<u>Requested Action</u>	<u>No. of Positions</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Budgeted Amount</u>
Add	1.00	1270	Departmental Personnel Officer	\$70,079
Delete	(1.00)	1276	Departmental Personnel Director	(\$90,714)
Add	.75	1375	Special Assistant XVI	\$60,558

Since MUNI previously had a 1276 Departmental Personnel Director but requested the substitution of that position for a lower level 1270 Departmental Personnel Officer position which was approved by the Board of Supervisors, the Budget Analyst does not now recommend the reinstatement of one additional 1276 Departmental Personnel Director position. Ms. Whelan reports that MUNI management believes that the size and complexity of the personnel function warrants the 1276 Departmental Personnel Director position. Instead of creating a new position, which would result in two personnel officer positions with annual salaries of \$70,757 and \$91,167 respectively at the top steps, MUNI should request that the Department of Human Resources review the duties and responsibilities of the existing 1270 Departmental Personnel Officer position for an upward reclassification action as may be appropriate. Therefore, the proposed 1276 Departmental Personnel Director position should not be approved and the proposed supplemental appropriation request should be reduced by \$17,675 as follows:

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	<u>Purpose of Appropriation</u>	<u>From</u>	<u>To</u>	<u>Savings</u>
Page 3, Line 4	Permanent Salaries	\$33,640	\$19,270	\$14,370
Page 3, Line 6	Mandatory Fringe Benefits	<u>7,737</u>	<u>4,432</u>	<u>3,305</u>
	Totals	\$41,377	\$23,702	\$17,675

Ms. Whelan states that MUNI disagrees with this recommendation of the Budget Analyst, and believes that both the existing 1270 Departmental Personnel Officer and the 1276 Departmental Personnel Director are needed. A statement by MUNI regarding this issue is attached to this report.

6. The Budget Analyst recommended that MUNI conduct a study of the Metro Stations to determine steps to improve operational and working conditions. The supplemental appropriation request includes \$75,000 for an outside consultant to conduct this study. Ms. Whelan reports that MUNI will select the consultant to conduct the proposed study through a Request For Proposal (RFP) process which is planned to be issued in June or July of 1997. The scope of services has not yet been developed. The RFP process has not yet been conducted so the consultant that will conduct the study, as well as the estimated hours, hourly rates and the level of MBE, WBE, LBE participation has not yet been determined. Therefore, the Budget Analyst recommends that the \$75,000 which is requested for this study be approved but reserved pending completion of the scope of services and the selection of the consultant.

7. Mr. Ed Harrington, City Controller, states that there will be excess revenues above the amount budgeted in FY 1996-97 from MUNI passenger fares which will be sufficient to cover the cost of the proposed supplemental appropriation, as well as to cover the cost of an anticipated future \$3 million supplemental appropriation to cover a budgetary shortfall in MUNI's Workers Compensation account.

- Recommendations:**
1. Reduce the proposed supplemental appropriation request (Item 8 File 101-96-54) by \$31,525 (\$13,850 plus \$17,675) from \$372,639 to \$341,114 as shown in Comments 4 and 5 above.
  2. Approve but reserve funding in the amount of \$75,000 for Other Professional Services for the consultant study of the MUNI Metro Stations to determine steps to improve operational and working conditions, pending completion of the scope of services and selection of the consultant, to

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determine the estimated hours, hourly rates and MBE/WBE status of the consultant (Item 8 File 101-96-54).

3. Do not approve the creation of one new position of 1372 Special Assistant XIII at an annual salary at the top step of \$71,435 in accordance with Comment No. 4 above, and do not approve one new position of 1276 Departmental Personnel Director at an annual salary of \$91,167 in accordance with Comment No. 5 above (Item 9, File 102-96-14).

4. Approve the proposed legislation, as amended.

Acceptance of the Budget Analyst recommendations as shown above, would result in the approval of 36 of the 38 requested new positions for MUNI. Approval of such positions is largely consistent with the recommendations contained in the Budget Analyst Management Audit of MUNI.



## **PUBLIC TRANSPORTATION COMMISSION CITY AND COUNTY OF SAN FRANCISCO**



### **FINANCE, ADMINISTRATION & PERSONNEL**

#### MEMORANDUM

**TO:** HARVEY M. ROSE  
Board of Supervisors Budget Analyst

**FROM:** NANCY E. WHELAN  
MUNI, Finance, Administration and Personnel Division

**DATE:** APRIL 2, 1997

**SUBJECT:** REVIEW OF DRAFT REPORT ON MUNI'S SUPPLEMENTAL  
APPROPRIATION REQUEST TO IMPLEMENT PROP. J  
MANAGEMENT AUDIT RECOMMENDATIONS (FILE 101-96-54)

Thank you for giving me the opportunity to review your office's report on MUNI's supplemental appropriation request. I have spoken with Bill Courtwright and Eve Sternberg in your office regarding our request. At Ms. Sternberg's suggestion, I am providing you with my response to the draft report.

#### **Overview**

We are in agreement with all of the Budget Analyst's comments and recommendations with the exception of the comments and recommendations regarding the request for a 1372 Special Assistant XIII position and a 1276 Departmental Personnel Director position. We believe these positions are critical to the implementation of the Prop. J Management Audit recommendations.

#### **1372 Special Assistant XIII Position**

A new 1372 Special Assistant XIII position has been requested as a part of this supplemental appropriation request to assist in monitoring the implementation of the Prop. J Management Audit. However, the Budget Analyst recommends that existing staff should be able to implement the recommendations with no diminution of revenues. There is no basis provided for this recommendation.

The Special Assistant XIII position will be filled by an incumbent. Initially this position was included as a new position in MUNI's proposed FY 98 Budget request. As the Prop. J Audit monitoring requirements increased, the Director assigned these duties to the incumbent, and approval for the position was accelerated to correspond with this

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supplemental appropriation request. MUNI's FY 98 Budget request as approved by the PTC on March 25, 1997 assumes that the position is approved as a part of this supplemental appropriation request and thus is shown only as an annualization in next year's budget.

The duties and reporting relationships are described in detail in the attached Job Analysis Questionnaire sent to the Department of Human Resources on March 27, 1997. Implementation of the Prop. J Audit recommendations will be a part of this person's duties and thus warrants approval as a part of this supplemental appropriation request

#### **1276 Departmental Personnel Director Position**

One new 1276 Departmental Personnel Director position has been requested as a part of this supplemental appropriation request. The Budget Analyst is not recommending approval of this request. The basis for this recommendation is that MUNI proposed the deletion of the Departmental Personnel Director position and addition of one 1270 Departmental Personnel Officer in the FY 97 Budget. The Budget Analyst comments that instead of having two senior level personnel positions, MUNI should request that the Department of Human Resources review the duties and responsibilities of the existing 1270 Departmental Personnel Officer position for an upward reclassification action as may be appropriate.

As I stated in my March 26, 1997 memo to Bill Courtwright, since the approval of the FY 97 MUNI Budget, several management changes have occurred. It is the belief of the current Director of the Public Transportation Department and Deputy Director of Finance, Administration and Personnel that a Departmental Personnel Director is critical to the success of the organization. MUNI has operated without this position for nearly one year and the results are not satisfactory. MUNI has experienced high vacancy rates during FY 97, which have contributed to problems in maintaining the MUNI fleet and in providing support services to the operation.

The structure proposed for MUNI's Personnel Section, including both a 1276 Departmental Personnel Director and a 1270 Departmental Personnel Officer, is appropriate to MUNI's requirements and consistent with personnel structures in other City departments. For example, the San Francisco International Airport, a department much smaller than MUNI, has both a 1276 Departmental Personnel Director and a 1270 Departmental Personnel Officer. The Department of Public Health has a 1276 Departmental Personnel Director, three 1272 Senior Departmental Personnel Officers, and

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three 1270 Departmental Personnel Officers. While the Department of Public Health is larger than MUNI, it is not three times larger, yet it has more than three times the senior personnel positions than MUNI is requesting.

The Department of Human Resources has informally indicated their support for this position. A Job Analysis Questionnaire will be submitted to DHR for approval next week.

Please contact me at 923-2579 if you have any questions regarding this response to the draft report.

Attachment

Items 10 and 11 - Files 101-96-55 and 102-96-13

**Department:** Department of City Planning (DCP)

**Items:** **File 101-96-55 (Item 10):** Ordinance appropriating \$295,400 of City Planning Commission Fee Revenues for salaries, fringe benefits, other current expenses, equipment, and services of other departments for the creation of nine new positions to allow City Planning to expand permitting services.

**File 102-96-13 (Item 11):** Ordinance amending the FY 1996-97 Annual Salary Ordinance reflecting the creation of nine new positions in City Planning.

**Amount:** \$295,400

**Source of Funds:** City Planning Commission Fee Revenues

**Description:** The FY 1996-97 Department of City Planning (DCP) budget, as approved by the Board of Supervisors, totals \$6,443,916. The DCP's budget is primarily funded from \$4,072,994 in various fees and \$1,543,296 in General Fund monies. According to Mr. Richard Hillis of the Mayor's Budget Office, the DCP expects to generate surplus revenues from permit fees because the improving local economy has resulted in a significant increase in permit processing activities. Mr. Hillis states that the DCP projects surplus fee revenues of approximately \$670,329 for FY 1996-97 (projected actual revenues of \$4,743,323 less budgeted revenues of \$4,072,994). The proposed supplemental appropriation ordinance (File 101-96-55) would authorize the DCP to spend \$295,400 of the \$670,329 in projected revenue surplus to meet the increased volume of permit requests to DCP including a reported 11.5 percent increase in the most common type of permit applications.

**Budget:** Specifically, the proposed supplemental appropriation ordinance would appropriate funds for the period from May 1, 1997 through June 30, 1997 as follows:



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<u>Item</u>	<u>Cost</u>
1.0 FTE Classification 1406 Senior Clerk (4.3 pay periods)	\$4,511
1.0 FTE Classification 1818 MIS Specialist II (4.3 pay periods)	6,943
1.0 FTE Classification 1819 MIS Specialist III (4.3 pay periods)	8,422
1.0 FTE Classification 5277 Planner I (4.3 pay periods)	5,433
5.0 FTE Classification 5292 Planner III (4.3 pay periods)	<u>38,953</u>
<b>Subtotal - Salaries</b>	<b>\$64,262</b>
Fringe Benefits for all 9.0 FTE, @ 22 percent	<u>14,138</u>
<b>Subtotal - Salary and benefits</b>	<b>\$78,400</b>
Computer Equipment and Upgrades	140,000
Automobile	20,000
Administration	2,000
Services of Other Departments (including office panels)	<u>55,000</u>
<b>Total Requested</b>	<b>\$295,400</b>

In addition, the proposed ordinance (File 102-96-13) would amend the FY 1996-97 Annual Salary Ordinance to add nine new permanent positions as follows:

<u>No. of Positions</u>	<u>Title</u>	<u>Biweekly Salary</u>	<u>Maximum Annual Salary</u>	<u>Total Annual Salaries</u>
1	1406 Senior Clerk	\$1,052- \$1,273	\$33,225	\$33,225
1	1818 MIS Specialist II	\$1,634 - \$1,985	\$51,809	\$51,809
1	1819 MIS Specialist III	\$1,985 - \$2,412	\$62,953	\$62,953
1	5277 Planner I	\$1,279 - \$1,550	\$40,455	\$40,455
<u>5</u>	5292 Planner III	\$1,835 - \$2,230	\$58,203	<u>\$291,015</u>
<b>9</b>	<b>Totals</b>			<b>\$479,457</b>

Based on existing salary levels, the annual cost of these nine new positions at the maximum salary step, including fringe benefits, is \$584,938 (\$479,457 in salary plus \$105,481 in fringe benefits). The \$78,400 subtotal in the table above was calculated on the basis that these nine new positions would be staffed at Step 1 for a total of 4.3 pay periods, from May 1, 1997 through June 30, 1997.

Attachment I is a memorandum from the DCP which contains the justifications for each of the requested nine new positions, including how these positions will expand the permitting services, a representation that the fee revenues based on the current fee structure will fully recover the costs of the nine new positions during FY 1997-98 with no anticipated fee increases, and the number of existing positions for each classification being requested including

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grant-funded positions not included in the DCP's FY 1996-97 budget.

In addition to the nine new positions, the proposed supplemental appropriation ordinance would appropriate \$140,000 for the purchase of additional computer equipment and the upgrade of existing DCP computers. Specifically, the DCP would purchase nine personal computers, two scanners, and one printer for the new staff and for departmental field work and an additional ten personal computers, one file server, and one fax server, as well as upgrade 40 DCP personal computers. Attachment II contains the detailed costs for purchasing and upgrading the computer equipment. According to Mr. Milton Edelin of the DCP, the upgrading of the computer equipment will be performed by in-house staff. All of the requested computer equipment has been recommended by the Electronic Information Processing Steering Committee (EIPSC) (see Comment No. 2).

The proposed supplemental appropriation would also be used by the DCP to purchase a new automobile at a cost of \$20,000 to replace one of the DCP's three automobiles. According to Mr. Edelin, the new automobile is needed because the automobile to be replaced is unreliable and a hazard to drive. Attachment III, provided by the DCP, contains the cost estimate provided by the Purchaser's Office, the reason for replacing the current automobile, and the mileage on the automobile to be replaced.

The proposed supplemental appropriation would also provide funding in the amount of \$55,000 for Services of Other Departments. Specifically, Mr. Edelin reports that \$22,549 would be used by the DCP to pay the Building Repair Division of the Department of Public Works (DPW) to create two private offices, \$20,000 would provide payment to the DPW for expenses related to the Citywide Geographical Information System (GIS) Project, which includes the implementation of mapping software to be used by various City departments, and \$12,451 would be used to purchase panels in order to create office cubicles for the proposed nine new positions. Attachment IV provided by the DPW shows detailed cost estimates to support the \$22,549 for the two private offices. According to Mr. Hillis, the \$20,000 payment to the DPW would fund the DCP's FY 1996-97 obligation for the services provided by the DPW and for their participation in GIS. Although the DPW budgeted a work order of \$20,000 to be received by DPW for their participation in GIS for FY 1996-97, the DCP did not include the corresponding payment to DPW in the DCP budget for FY 1996-97.

Lastly, the proposed supplemental appropriation would fund additional telephone and other related costs for the new staff at a cost of \$2,000 for the remainder of FY 1996-97. Attachment V provided by the DCP details these administrative expenses (estimates in Attachment V total \$2,224).

**Comments:**

1. Line 19 of File 101-96-55, Item 10, cites Temporary Salaries as a funding use under the proposed supplemental appropriation ordinance. However, the "Program" citation and the intent of the Controller is to identify Permanent Salaries as a funding use, not Temporary Salaries. Therefore, the proposed supplemental appropriation ordinance should be amended to delete reference to Temporary Salaries on Line 19 of File 101-96-55 and identify Permanent Salaries as the funding use instead.

2. The computers and computer equipment items have been reviewed by the EIPSC as part of the DCP master plan for computer purchases. Attachment VI obtained from the EIPSC contains an analysis by EIPSC for the DCP master plan computer purchases (estimates in Attachment VI total \$159,000). Ms. Deborah Vincent-James of the EIPSC confirms that the computers and related equipment specified in this proposed supplemental appropriation are in conformance with the DCP's master plan for computer purchases as recommended by the EIPSC.

3. Attachment I states that the FY 1997-98 fee revenues are "more than sufficient" to cover the costs of the proposed nine new positions, and Attachment I further states that the DCP "does not anticipate the need for a fee increase in FY 1997-98." The Budget Analyst notes that the DCP does not state that revenues generated from fees will continue to recover the cost of these proposed nine new positions after FY 1997-98. However, Mr. Edelin states that all costs for permit processing in the DCP are fee-supported and that should fee revenues decline significantly in the future, staffing would be reduced accordingly.

4. After reviewing the proposed work activities described in Attachment I, the Budget Analyst recommends amending the proposed ordinance (File 102-96-13) to approve two Classification 5292 Planner III positions, and three Classification 5278 Planner II positions, instead of five 5292 Planner III positions as requested by the DCP, in order to more closely reflect the current distribution of classifications performing permit processing, as follows:

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**Requested by the DCP:**

No. of Positions	Title	Biweekly Salary	Maximum Annual Salary	Total Annual Salaries Maximum Step
5	5292 Planner III	\$1,835 - \$2,230	\$58,203	\$291,015

Based on existing salary levels, the annual cost of these five new positions at the maximum step, including fringe benefits, is \$355,036 (\$291,015 in salary plus \$64,023 in fringe benefits).

**Recommended by the Budget Analyst:**

No. of Positions	Title	Biweekly Salary	Maximum Annual Salary	Total Annual Salaries Maximum Step
3	5278 Planner II	\$1,550 - \$1,881	\$49,094	\$147,282
2	5292 Planner III	\$1,835 - \$2,230	<u>58,203</u>	<u>116,406</u>
	Total		\$58,203	\$263,688

The Budget Analyst's recommendation would result in the deletion of three 5292 Planner III positions at a maximum annual salary of \$58,203 and the addition of three 5278 Planner II positions at a maximum annual salary of \$49,094, or an annual salary savings of \$9,109. The DCP disagrees with the Budget Analyst's recommendation and their response is contained in Attachment VII.

Based on existing salary levels, the annual cost of these five new positions at the maximum step, including fringe benefits, is \$321,699 (\$263,688 in salary plus \$58,011 in fringe benefits) or \$33,337 less than the Department's request on an annual basis (\$355,036 less \$321,699).

Based on the subject two-month request for these positions (May 1, 1997 through June 30, 1997), the proposed supplemental appropriation ordinance (File 101-96-55) should be amended to reduce salaries by \$3,177 from \$64,262 to \$61,085, and fringe benefits by \$699 from \$14,138 to \$13,439, or a total reduction of \$3,876.

5. As shown in Attachment II, the Purchaser's Office estimates the cost of the requested computers and related equipment to be \$139,702 or \$298 less than the DCP's request of \$140,000 for such expenditures. Therefore, the



proposed supplemental appropriation ordinance should be reduced by an additional \$298.

6. As shown in Attachment III, the Purchaser's Office estimates the cost of a new automobile to be \$15,500, plus 8.5 percent in sales tax. Thus, the total cost of a new automobile would be \$16,818, or \$3,182 less than the \$20,000 listed in DCP's proposed budget. Therefore, the proposed supplemental appropriation ordinance should be reduced by an additional \$3,182.

7. According to Mr. Rob Kellar of the Human Resources Department, Classifications 1818 and 1819 (MIS Specialists II and III) are subject to a mediated settlement between the International Federation of Professional and Technical Engineers and the City (File 93-97-6). Under the terms of the mediated settlement, the annual salaries of the requested new Classifications 1818 MIS Specialist II and 1819 MIS Specialist III positions could significantly increase, subject to approval by the Board of Supervisors.

8. In summary, the Budget Analyst recommends a total reduction of \$7,356 from \$295,400 to \$288,044 as follows:

<u>Item</u>	<u>Amount Proposed</u>	<u>Amount Recommended</u>	<u>Recommended Reduction by Budget Analyst</u>
1.0 FTE 1406 Senior Clerk	\$4,511	\$4,511	-
1.0 FTE 1818 MIS Specialist II	6,943	6,943	-
1.0 FTE 1819 MIS Specialist III	8,422	8,422	-
1.0 FTE Planner I	5,433	5,433	-
5.0 FTE 5292 Planner III	38,953	15,781*	23,172
3.0 FTE 5278 Planner II	0	19,995	(19,995)
Fringe Benefits	14,138	13,439	699
Computers & Related Equipment	140,000	139,702	298
Automobile	20,000	16,818	3,182
Administration	2,000	2,000	-
Services to Other Departments	<u>55,000</u>	<u>55,000</u>	-
Total	\$295,400	\$288,044	\$7,356

\* Two Planner III positions.

**Recommendations:** 1. In accordance with Comment No. 1 above, amend Line 19 of the proposed ordinance (File 101-96-55) to reflect Permanent Salaries as the funding use instead of Temporary Salaries.

2. Amend the proposed supplemental appropriation (File 101-96-55) by reducing salaries by \$3,177, and fringe benefits by

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
April 9, 1997 Finance Committee Meeting

\$699 (Comment No. 4), Data Processing Equipment by \$298 (Comment No. 5), and funding for an automobile by \$3,182 (Comment No. 6), for an overall reduction of \$7,356, from \$295,400 to \$288,044.

3. Amend the proposed ordinance (File 102-96-13) to delete three Classification 5292 Planner III positions and to add three Classification 5278 Planner II positions, in accordance with Comment No. 4.

4. Approve the proposed ordinances (Files 101-96-55 and 102-96-13), as amended.

## 1. PERSONNEL, WORK ACTIVITIES, SATELLITE CITY HALLS, FEES

### A. Personnel and Work Activities

#### 5292 Planner III (5 positions)

The additional planners will allow the Department to process the additional permit applications, to provide information to the public and applicants at the information counter and satellite city halls, and to inaugurate a pilot program regarding compliance of conditions of approval. The Planning Department has experienced an 11.5% increase in the most common type of applications (permits, Drs, environmental, conditional use and variances). Additional staff is required to keep current with the workload.

#### 5277 Planner I

This position is to support the computerization effort. Staff will work with planners in developing specific applications of the computer programs, incorporate data and GIS maps for the planners use, perform support activities for the department's on-line permit processing.

#### 1818 Management Information Systems Specialist II and 1819 Management Informations Systems Specialist III

These two positions will provide needed services in the areas of computer installation, upgrade and maintenance; develop special programs such a creating a tracking system for Zoning Administrator Code interpretations; design, develop and implement an ongoing inhouse training program; move databases to ORACLE to link with the Department of Building Inspection; provide support and programming for enforcement programs, and other programs and systems to be developed to expedite permit processing.

#### 1406 Senior Clerk

The 1406 Senior Clerk will provide improved clerk support to the permit review process by supervising the two current 1404 clerks, and providing for the increased demand on support staff for photocopying, posting notices, assembling data, mailings, etc.

### B. Staff In Classes Included In Supplemental

5292: 4 (There are 19 other staff at class levels same as the 5292 Planner III level and this Department and the Department of Human Resources will propose to consolidate 11-14

of these positions with this class.)

5277: 5

1819: 0

1818: 0 (2 in use, Txed from other budgeted classes)

1406: 0

None of these positions is grant funded.

The filling of these positions will be competitive from a pool of candidates based on Department recruitment or established Department of Human Resources lists of eligibles. Current staff will be able to compete for the positions through either process.

#### C. Fees

The Planning Department projects FY96/97 revenue to total \$4,743,323. Budgeted fee revenue for FY96/97 totals \$4,072,494. The projected fee revenue of \$670,000 in excess of budget is more than sufficient to cover the costs of the supplemental appropriation.

The Planning Department additionally projects that fee revenue in FY97/98 will be sufficient to cover the annualized costs of the new positions. It does not anticipate the need for a fee increase in FY 97-98. Should there be insufficient fee revenue funds, the Department will reduce staffing and costs accordingly.

#### D. Satellite City Halls

Location:

Chinatown

(Ping Yuen Residence Association: 299 Pacific Avenue)

Bayview Hunters Point

(Southeast Community Facility: 1800 Oakdale Avenue)

Sunset/West of Twin Peaks/Park Merced

(Taraval Police Station: 2345 24th Avenue)

Outer Mission/OMI/Excelsior/Visitation Valley

(OMI Community Center: 466 Randolph)

Staff Time: Staffing is at 4 Satellite City Halls for 3 hours per two weeks

3 hours direct service/site staffing  
1 hour transportation/site staffing  
.5 hour follow-up/site staffing

4.5 hours per site staffing X 4 staff sites = 18 hours = .225 FTE

Staffing is provided by Planner IIIs.

Suppsuma

CITY STORE QUOTATION FORM  
CITY AND COUNTY OF SAN FRANCISCO  
REQUISITION ADDENDUM

1	9	Dell Optiplex P/166 MMX, 16MB RAM, 2.5GB Hard Drive, 8X CD ROM Drive, Integrated 10/100 Network Card, Win 95 or WFW, 2MB VRAM, NEC XV15 + Color Monitor, 1 Year On Site Next Business Day Warranty, 2nd & 3rd Year Parts	619903	\$2,508.00	\$22,554.00
2	2	Toshiba Tecra 510COT P/133 Laptop, 16MB RAM, 2GB Hard Drive, 12.1" Active Matrix Display, 10X CD ROM Drive, Internal 28.8 Data Fax Modem, Win 95	TS1802800	\$4,504.00	\$9,008.00
3	1	Hewlett Packard LaserJet 5siMX Printer, 24ppm, 12MB, 600DPI, Postscript, Ethernet Ready	HPC3167A	\$4,095.00	\$4,095.00
4	2	Hewlett Packard Scanlet 4S Desktop Scanner w/ Cable	C1127A	\$370.00	\$740.00
5	40	Intel Orysdrive 125MHz Pentium Upgrade Chips	748-8020	\$275.00	\$11,000.00
6	80	32MB RAM Upgrades for Dell Computer Systems	DE67500	\$200.00	\$16,000.00
	ea				
Subtotal This Page					\$63,397.00

Payment Terms: Net 31 Days/ 2% discount for prompt payment  
CIBER Network Services Inc. (CNSI)  
74 New Montgomery St. Suite 780  
San Francisco CA 94105  
ETA: 2 Weeks ARO  
Quote# 290402ME

Prepared by: Bruce Tilus (CNSI) 415-281-8131  
Nilton Edellin- CCSF- City Planning

Quote Expires 5/31/97  
Today's Date 4/2/1997



CITY STORE QUOTATION FORM  
CITY AND COUNTY OF SAN FRANCISCO  
REQUISITION ADDENDUM

7	10	Dell Optiplex P/166 MMX, 16MB RAM, 2.5GB Hard Drive, 8X CD ROM Drive, Integrated 10/100 Network Card, Win 95 or Win 98, 2MB vRAM, NEC XV17 + Color Monitor, 1 Year On Site Next Business Day Warranty, 2nd & 3rd Year Parts	619903	\$2,739.00	\$27,390.00
8	1	Compaq Proliant E000 PPRO/200, 4 x 200MHZ Processors, 256MB RAM, 4 x 4.3GB Hard Drive in RAID 5 Array, CD ROM Drive, 10/100 TX NIC, Win NT Server w/ 100 Users Upgrade from Novell NetWare	741697	\$27,875.00	\$27,975.00
9	1	Compaq Proliant 2500 6/200, 128MB RAM, 2 x 4.3GB Hard Drives, 10/100 TX NIC, Win NT Server 4.0, Right Fax Software	250960-001	\$9,995.00	\$9,995.00
	ea				

Subtotal This Page

\$65,360.00

Subtotal - All

\$128,757.00

Tax 8.5%

\$10,944.35

Total

\$139,701.35

Payment Terms: Net 31 Days/ 2% discount for prompt payment

CIBER Network Services Inc. (CNSI)

74 New Montgomery St. Suite 780

San Francisco CA 94105

ETA: 2 Weeks APO

Quote# 290402ME

Prepared by: Bruce Titus (CNSI)/415-281-6131

Milton Edellin- CCSC- City Planning

Quote Expires 5/31/97

Today's Date 4/2/1997

## City and County of San Francisco

## Purchasing Department

Central Shops



March 27, 1997

To: City Planning Department  
Attention: Martha Kessler

From : George Rosenberger

In response to your request for an estimated price for budgetary purposes for a 1997 Ford Taurus, we believe \$15,500.00 plus 8.5% sales tax is a reasonable cost figure.

This amount is based on bids recently received which resulted in awards for 1997 Ford Taurus GL automobiles purchased with only the standard equipment furnished by the manufacturer, no optional items were added.

It should be noted that the estimated price shown above is based on present-day prices we expect would hold true on bids for award prior to June 30, 1997. Once Ford stops accepting new orders for production of the 1997 model, which is expected to happen about July 2nd, special fleet prices will no longer be offered except for the 1998 models which will be available later and probably at higher base prices.

I hope this information meets your needs, please let me know if I can be of further assistance.

**PLANNING DEPARTMENT**

City and County of San Francisco 1660 Mission Street San Francisco, CA 94103-2414

(415) 558-6378

PLANNING COMMISSION  
FAX: 558-6409ADMINISTRATION  
FAX: 558-6426CURRENT PLANNING/ZONING  
FAX: 558-6409LONG RANGE PLANNING  
FAX: 558-6426**2. NEED FOR AUTOMOBILE REPLACEMENT**

The Planning Department has three vehicles for staff use for field investigations, travel to meetings, and to conduct city business. In March 1997 we replaced the Department's Ford Tempo, which finally had to be towed from the middle of Market Street where it died, with a CNG vehicle from the Purchaser. The Department has two other vehicles:

1987 Plymouth Reliant	47,938 miles
1986 Chevy Astro Van	49,031 miles

We are requesting to replace the 1987 Plymouth Reliant, requiring many days of maintenance, thus not being available to staff on an as-needed basis. The staff is reluctant to use this auto, as they feel it is unsafe. You have been provided information from Dorothy James of our staff attesting to the service needs and staff concerns.

We have received an estimate of \$16,275, including tax, from the Purchasing Department to replace the Reliant. Final quotes are not available until such time as a real bid is made. The estimate from the Purchaser, which you have been provided, makes it clear that the price provided may not be the final price, due to potential price increases, and how the vehicle is equipped.

☒ open 1/17/97  
date  
☐ modify # \_\_\_\_\_  
date  
☐ close \_\_\_\_\_  
date

DPW - OPERATIONS  
**JOB ORDER**

Attachment IV

8 8 0 4  
Estimate #

Bureau of Building Repair  
responsible bureau

PLANNING/1660 Mssn - Ofc Encl  
job order title

B X 1 ID M&O of BLDGS , 0 3 BUILDING REPAIR , Charles Camilleri , 695-2040  
program activity job order mgr phone  
Install Doors and Walls for Office Enclosure 1660 Mission, 4th & 5th Fl | 5 2 5 |  
description of work location  
PLANNING DEPARTMENT , Mary Gallagher , 558-6388  
requesting organization contact phone

SCHEDULING  
date auth \_\_\_\_\_ date due \_\_\_\_\_  
date susp \_\_\_\_\_ date comp \_\_\_\_\_

We propose hereby to furnish material and labor — complete in accordance with specifications and sum shown below:

Enclose one area on the 4th floor and one area on the 5th floor to create two private office areas. Planning Dept. to supply drawings and exact location of walls, doors, and sidelites.

This estimate does not include the cost of abatement and/or removal of any hazardous material which may be present at your facility. If asbestos or other hazardous materials are discovered, delays in completion of project may occur, and additional abatement costs will be the responsibility of the requesting agency.

**APPROVALS**

**TOTALS**

**\$22,549.00**

Requesting organization:

Responsible organization:

\_\_\_\_\_  
department head date

12297  
\_\_\_\_\_  
superintendent date

RETURN THIS ESTIMATE WITH AN ATTACHED COMPLETED WORK ORDER TO THE RESPONSIBLE ORGANIZATION.

\_\_\_\_\_  
deputy director date

97 RESP ORG 9 0 0 4 >>>>>>>>> OFFMA ACCOUNTING USE ONLY <<<<<<<<<< WO: \_\_\_\_\_  
DATE AUTHORIZED \_\_\_\_\_ IND CD \_\_\_\_\_ STEP \_\_\_\_\_ CWP GRANT NO \_\_\_\_\_ PROGRAMMING CODE \_\_\_\_\_  
MSA PRG ACT  
R1E1C131718

C	PERF ORG	PROJECT/ PHASE	LABOR BUDGET	NON-LABOR BUDGET	TOTAL BUDGET	CL CD	FG FUND	LV	EXPENDITURE INDEX CODE	REQUESTING INDEX CODE	WORK ORDER REFERENCE #

AUTHORIZED BY

DATE

#### 4. NON-SALARY BUDGET

The Department originally requested \$3,000 for non-salary costs for new staff to be hired from the Supplemental Appropriation. The Mayor's Office reduced the non-salary budget to \$2,000 to reflect the shorter duration of time for funding in FY 96-97. According to Department estimates, we will need \$224 in excess of the request.

The components are as follows:

Voicemail/Telephone Service	\$40/person/month	\$720
Business cards for 8 professional staff	\$25 each	200
Planning Codes for 8 professional staff	\$46.00 each	368
Copying/Postage	\$52/person/month	936
<b>TOTAL</b>		<b>\$2,224</b>

4/1/97



## EIPSC STAFF ANALYSIS

96LETTER-29

Department: City Planning

Title: Standard Projects/Minor Projects Review Summary

Contact: Scott Dowdee 558-6259

## Staff

**Comment:** The Department's Master Plan presents three (3) Standard Projects and one (1) Minor Project. The projects are well within the instruction parameters spelled out in the plan preparation directions and demonstrate the Department's organized approach.

The Department's aim: to move to an all-Windows environment, continue to upgrade the computing resources, improve networking components, enhance connectivity, and provide high-capacity storage, are in keeping with plans submitted in prior years. Such an approach is also in concert with the new strategic plan and should be looked at as a possible model for other environments.

## PROJECT SUMMARY

EIPSC NUMBER	PROJECT NAME	1996 DOLLARS	RECOMMENDATION
96-29/00-001	PC Replacements	\$66,000	Approved
96-29/00-002	Network Enhancements	\$53,000	Approved
96-29/00-003	GIS Project	\$25,000	Approved
TOTAL STANDARD PROJECTS		\$144,000	
TOTAL MINOR PROJECTS		\$15,000	Approved





# PLANNING DEPARTMENT

Attachment VII  
Page 1 of 2

City and County of San Francisco 1660 Mission Street San Francisco, CA 94103-2414

(415) 558-6378 PLANNING COMMISSION FAX: 558-6409 ADMINISTRATION FAX: 558-6426 CURRENT PLANNING/ZONING FAX: 558-6409 LONG RANGE PLANNING FAX: 558-6426

Date: April 4, 1997

To: Jenelle Welling

From: Gerald Green, Mary Gallagher

RE: Draft Budget Analyst's Recommendation for Planning Department Supplemental

Thank you for the opportunity to review your draft recommendation for the Board regarding our proposed supplemental budget appropriation. Our comments are limited to one issue -- the level of Planners requested, specifically our request for five Planner III's and your proposal to support two Planner IIIs and three Planner IIs. We would like to offer the following information to you so that you may consider including it in your revised report.

1) As you may be aware, the Department has initiated its first reorganization in over two decades. We have attached a chart showing the new organizational structure. This structure promotes a comprehensive approach to improve services. Goals of the reorganization include increased accuracy and efficiency, improved service and increased flexibility, and integration of policy development and implementation. This means we need high level planners who can concurrently review the many aspects of a case (environmental review, policy and project review and implementation) instead of lower levels of planners who handle limited pieces of a project sequentially, drawing out the length of time it takes to complete the work. Therefore the Planning Department requires Planner III level positions.

2) The level of complexity of the work coming to the Department is increasing and we are required to review the work more quickly. For example, whereas during the past several years the typical permit was for a minor alteration of an existing building, the typical permit today is a major alteration or new construction which generates more neighborhood issues. Furthermore, the Department is now beginning to undertake some of the most highly complex major projects it has seen in over a decade, such as the Giant's Ballpark, Emporium Building reuse, Military Base reuse, Mission Bay and Transbay. The more quickly these projects are reviewed and completed, the sooner the City's tax base expands.

3) Because of the level of complexity of the work, ongoing training, at great expense, would be necessary at the Planner II level. The ultimate goal is to bring on staff who do not require significant ongoing training for the level of work we have and continue to expect. A Planner III by definition is a journey-level position able to step in to the work we have. Planner IIs, like Planner Is, are considered by Civil Service to be entry-level.

4) While \$33,000 a year less would be expended by the Department should the Board downgrade our proposed positions, the funding for these positions is generated by fees brought into the Department by applications and these fees cannot be used for any other purpose than providing services to review these applications. When a property owner spends \$100 on an application for the Department to review that application, they deserve \$100 worth of service. That \$100 is

represented by a Planner III. Providing the service by a Planner II effectively means we are providing \$90 worth of service and the remaining \$10 is lost to the applicant. Furthermore, the City Attorney has informed us the \$10 cannot be used to supplement the General Fund, so that it is effectively "lost." We would urge the Budget Analyst to propose a \$33,000 fee rebate to applicants if the Department cannot expend the money to provide service to applicants in this amount.

5) Your third comment, on faxed page 5, implies that the Department may not believe fees will continue to fully support the staffing at the levels we propose beyond fiscal year 1997-1998. On the contrary, we do believe fees will continue to fully support all of the proposed staffing at the levels we propose.

Item 12 - File 172-97-8

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the Department of Public Works to enter into an agreement of indemnity with Shapiro, Okina, Hom & Associates.

**Description:** On December 11, 1995, during a major storm, a six-foot diameter brick sewer located between West Clay Street and El Camino del Mar Street in the Seacliff burst, and a large sinkhole developed endangering the lives and property of the residents of the area. One single family residence in the immediate vicinity of the sinkhole collapsed into the hole and several others were threatened. In response, the Department of Public Works (DPW) immediately declared a Class "A" emergency. Class "A" emergencies are emergencies which threaten the immediate health, welfare, and property of citizens and must be repaired without delay.

Section 6.30 of the Administrative Code states that "emergency work or contract may be executed in the most expeditious manner by the department head." In response to the above emergency in the Seacliff District, DPW initiated expedited contract procedures in accordance with Section 6.30 of the Administrative Code to acquire the necessary contractors and consultants to stop the flow of sewage that was enlarging the sinkhole and to stabilize the slope. Because of the extreme nature of the emergency, DPW solicited 16 firms that were already performing work in the immediate vicinity of the Seacliff District or were immediately available. On December 13, 1995, DPW hired 17 contractors and consultants for various aspects of the necessary sewer and slope stabilization work during the Seacliff emergency.

Regarding this subject legislation, Shapiro, Okino, Hom & Associates (SOHA), an MBE engineering consulting firm, was retained in the amount of \$9,000 to evaluate structural conditions and make recommendations. The source of funds for this expenditure is the Repair and Replacement Fund. According to Ms. Fe Bongolan from the Department of Public Works, SOHA was selected on a sole source basis because SOHA was immediately available to provide the necessary emergency services. Ms. Bongolan reports that SOHA completed the contracted services in February of 1996 and made recommendations to DPW regarding structural conditions.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Comments:**

1. According to Ms. Bongolan, SOHA has requested the subject indemnification agreement because SOHA believes that an undue burden would be placed on their firm if any claims should arise out of its work performed under emergency conditions.

2. Mr. George Wong of the City Attorneys Office states that the City is not aware of any existing liabilities caused by Shapiro, Okina, Hom & Associates which the City would be assuming under this indemnification.

3. The proposed resolution would authorize DPW to enter in an agreement of indemnification, which would provide SOHA protection from claims arising out of its performance of emergency services work, completed over one year ago, except for claims resulting from the gross negligence or intentional acts or omissions of SOHA. The Attachment, provided by DPW, explains why this proposed resolution authorizing an agreement of indemnity is being submitted to the Board of Supervisors for approval over one year after the work performed by SOHA was completed.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Department of Public Works



Office of the Director

Mark A. Primeau, AIA

March 27, 1997

Mr. Harvey Rose  
 Budget Analyst  
 Board of Supervisors  
 1390 Market Street, Suite 1025  
 San Francisco, CA 94102

Subject: Resolution - Authorization to Indemnify

Dear Harvey/ *Harvey*

The reason we are submitting this resolution for indemnification because in my review of records since my appointment as Director, I noticed a potential oversight by my predecessor on this issue. I thought it prudent to submit this resolution so that in the future our ability to obtain qualified contractors to assist us in a disaster is not diminished. This practice of indemnification is consistent with emergency situations as most recently demonstrated during the Edgehill Way slide in January 1997.

If you have any questions, please call me at 554-6920.

Sincerely,

*Mark A. Primeau*  
 Mark A. Primeau, AIA  
 Director of Public Works

10423

Post-it* Fax Note 7671		Date <i>3/27</i>	# of pages <i>3</i>
To <i>Janette</i>	From <i>Mark A. Primeau</i>	Co.	Phone #
Co./Dept.		Fax #	
Phone #			
Fax #			



Item 13 - File 100-96-1.7

**Departments:** District Attorney

**Item:** Hearing to consider release of reserved funds for computer equipment for the District Attorney's Office.

**Amount:** \$141,500

**Source of Funds:** Monies reserved in the District Attorney's FY 1996-97 Budget

**Description:** In the District Attorney's FY 1996-87 budget, the Board of Supervisors approved but reserved \$141,500 for computers and related equipment. The District Attorney's Office is requesting the release of the reserved funds to purchase computers and related equipment. According to Mr. Reginald Smith of the District Attorney's Office, the proposed expenditures for the reserved funds would be expended as follows:

**Workstations:**

20 Workstations for Attorneys (20 x \$3,000/workstation)	\$60,000
3 Workstations for Support Staff (3 x \$3,000/workstation)	<u>\$9,000</u>
<b>23 Total Workstations</b>	<b>\$69,000</b>

**Infrastructure Additions:**

Netware 4.1 100 User License	3,000
3 Bay Network Hubs	7,000
2 HP Printers	10,000
Software Licenses	<u>5,000</u>
<b>Total Infrastructure Additions</b>	<b>\$25,000</b>

**Mainframe Connectivity:**

- 1) Installation of a direct line to either another server or to an IBM controller located at 850 Bryant Street or One Market Plaza for connection to an IBM Mainframe computer
- 2) Formatting of case information and the required programming/testing

<b>Total Mainframe Connectivity</b>	<b>\$20,000</b>
-------------------------------------	-----------------

**Training:**

Training for attorneys and support staff by the Department of Telecommunications and Information Services

<b>Total Training</b>	<b><u>\$27,500</u></b>
-----------------------	------------------------

<b>TOTAL</b>	<b>\$141,500</b>
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Additional cost details for this request are contained in Attachment I provided by the District Attorney's Office.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 9, 1997 Finance Committee Meeting

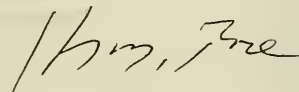
**Comments:**

1. According to Mr. Smith, the department currently has 70 stand-alone computers and 27 networked computers for a total of 97 computers as detailed in Attachment II. Mr. Smith states that currently approximately 59%, or 133 employees of the District Attorney's Office staff of 224 (excluding the Family Support Bureau), including 108 attorneys and 116 clerical and investigative staff, have computers. Mr. Smith advises that the new computers are needed to provide greater access to computers among the staff at the District Attorney's Office.

2. Attachment III is a memorandum confirming the Electronic Information Processing Steering Committee's (EIPSC) recommendations for the computers and related equipment proposed in this request.

3. As of the writing of this report, actual price quotations for the computer equipment and the budget details of the training to be provided by the Department of Telecommunications and Information Services have not yet been submitted. Therefore, the Budget Analyst recommends that the request for the release of reserved funds be continued pending submission by the District Attorney's Office to the Board of Supervisors of such additional information.

**Recommendations:** In accordance with Comment No. 3 above, continue the request for the release of reserved funds to the Call of the Chair, pending submission by the District Attorney's Office to the Board of Supervisors of the additional information requested.



Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board

Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey





TERENCE HALLINAN  
DISTRICT ATTORNEY  
CITY AND COUNTY OF SAN FRANCISCO

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MEMORANDUM

TO: Chung-Han Lee  
FROM: Reg Smith, Confidential Assistant to District Attorney Terence Hallinan  
RE: File 100-96-1.7 Release of Reserve Funds  
DATE: April 3, 1997

---

Per your request, I am forwarding you the information you requested regarding the District Attorney's 1996-97 (EIPSC) plan. The plan calls for \$ 69,000 for 23 workstations, \$25,000 for infrastructure additions, \$20,000 for Mainframe connectivity and \$27,500 will be used for training.

Because of our problems with the CRIMES software case management program (see letter to Suman Jha, March 21, 1997), we have moved back to a word processing based system to generate complaints for the Judge's morning calendar in a timely fashion. (Under CRIMES our ability to generate complaints in a timely fashion was severely compromised.)

We have adjusted phase I of our plan to put workstations in common areas instead of giving them to the managing attorneys because currently only 60% (estimate) of our employees have computers. We are also going to purchase voice type dictation (see brochure) so that the attorneys will speak into the computers and the secretarial pool will be able to merely edit their documents, instead of typing them from scratch.

If you have any further concerns, please do not hesitate to call me at 553-1741.

**Purchases for Phase I****Workstations: \$69K**

- 20 workstations
- 3 workstations for the support staff.

**Infrastructure Additions: \$25K**

- NetWare 4.1 100-user license - 3K
- 3 Bay Network hubs - 7K
- 2 HP 5 Si Printers with NiC's - 10K
- Software Licenses - 5K

**Mainframe connectivity: \$20K**

- Installation of a direct line to either another server or to an IBM controller located at 850 Bryant St. or One Market Plaza, for connection to an IBM Mainframe computer.
- Formatting of case information and the required programming/testing.



TERENCE HALLINAN  
DISTRICT ATTORNEY  
CITY AND COUNTY OF SAN FRANCISCO

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San Francisco District Attorney's Office  
WORKSTATION CONFIGURATION LIST

Compaq Deskpro 4000 5166 Model 1620	\$ 2,184
Multimedia Kit	329
16 MB RAM upgrade	100
US Robotics 56.6Kbps Modem	200
Network Card	100
IBM VoiceType w/Andrea headset & legal module	200
TOTAL COSTS	<u>\$3,113</u>

Attachment IIComputer Types at 850 Bryant St.

Compaq P590(90 MHZ Pentium)	stand-alone	1
Compaq P590(90 MHZ Pentium)	networked	12
Compaq P590(90 MHZ Pentium)	networked**	2
	Total:	15
Compaq 486 models ( 486sx/25 to 486DX2/66)	stand-alone	21
Compaq 486 models ( 486sx/25 to 486DX2/66)	networked	6
Compaq 486 models ( 486sx/25 to 486DX2/66)	networked**	2
	Total:	29
Compaq 386 models(386sx/20)	stand-alone	17
Compaq 386 models(386sx/20)	networked	6
	Total:	23
Compaq 286/IBM Model 30(all 286)	stand-alone	29
Compaq 286/IBM Model 30(all 286)	networked (print svr.)	1
	Total:	30
	<u>Stand-alone Total:</u>	70
	<u>Networked Total:</u>	27
	<u>Total computers :</u>	97

\*\* Connected to the CD-ROM Tower Unit

Attachment III

**CITY AND COUNTY OF SAN FRANCISCO**  
**ELECTRONIC INFORMATION PROCESSING STEERING COMMITTEE**

**Edward Harrington, Controller**  
**EIPSC Chair**

MEMORANDUM

DATE: April 4, 1997

TO: Reginald Smith, Office of the District Attorney

FROM: Sandy Rosen, Ph.D., EIPSC Staff Consultant

SUBJECT: EIPSC 96PLN-04 FY 1996-97

The Electronic Information Processing Steering Committee (EIPSC) has reviewed the information submitted by the Office of the District Attorney and has approved the release of the "Reserve" formerly placed on the 1996-97 Three Year Information Master Plan for the amount of \$141,500.

cc: Mary Fitzpatrick, Purchasing  
Chung-Han Lee, Budget Analyst

875 Stevenson St., 5th Floor, San Francisco CA 94103  
Phone (415) 554-4138 - Fax (415) 554-4047





CLERK'S OFFICE—BOARD OF SUPERVISORS

DOCUMENTS DEPT

APRIL 11, 1997

SEP 11 2000

TO: SUPERVISOR SUSAN LEAL, CHAIR  
FROM: ROSEMARY LITTLE-HORANZY, COMMITTEE CLERK  
SUBJECT: PENDING LIST - FINANCE COMMITTEE - 1997

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PLEASE INDICATE TO THE COMMITTEE CLERK BY MEMORANDUM THE DATE ITEMS ARE TO BE CALENDARED FOR THE FINANCE COMMITTEE.

Note: Pursuant to Rule 5.37, items denoted with an asterisk have been inactive in Committee for five consecutive months; unless item is heard during the following month, it is deemed to be inactive and shall be filed by the Clerk who shall make an appropriate notation on the Legislative History record of such filing.

Note: Pursuant to Rule 5.40, provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction.

FISCAL MATTERS

1. File 127-93-18. [Business Tax Registration Certificates] DRAFT ordinance amending Part III, Municipal Code, by amending Section 26(b) and by adding Section 41 to require all departments to require business tax registration certificate numbers from all contractors and subcontractors for permits and certificates of final completion related to building or construction and to prescribe penalties for failure to make disclosures of contractors and subcontractors; amending the Building Code by amending Section 302(a)1 to reference requirement in municipal code for identify of and business tax registration certificates numbers of all subcontractors upon application for permit for construction; amending the San Francisco Building Code by amending Section 307(d and g) to reference requirement in municipal code for identity of and business tax registration certificate numbers of all subcontractors upon application for issuance of a temporary certificate of completion or certificate of final completion. Amending Electrical Code by amending Section 302(a) and amending Plumbing Code by amending Section 20.6 to reference requirement for identity of and business tax registration certificate numbers of all subcontractors upon application for issuance of a permit. (Supervisors Kaufman, Leal)

STATUS: [7/12/93] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[9/16/94] - [7/05/95] - SPONSOR REQUESTS ITEM REMAIN ON THE PENDING LIST UNTIL FURTHER NOTICE (SEE FILE FOR MEMO).  
[10/18/96] - SPONSOR REQUESTS ITEM REMAIN ON PENDING LIST UNTIL FURTHER NOTICE (SEE FILE FOR MEMO).  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.  
[02/12/97] - SPONSOR REQUESTS ITEM REMAIN ON PENDING LIST UNTIL FURTHER NOTICE (SEE FILE FOR MEMO).



2. File 101-96-21.1. [Appropriation, Trial Courts] Ordinance appropriating \$573,400, Trial Courts, from the Court's Special Revenue Fund, for computer maintenance contracts to complete four automation projects in fiscal year 1996-97. (Budget Committee) RO #96143

STATUS: [12/04/96] – HEARING HELD. QUESTION DIVIDED FROM FILE 101-96-21. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

(01/28/97) – TRANSFERRED TO FINANCE COMMITTEE.

3. File 101-96-56. [Appropriation, Department of Public Health] Ordinance appropriating \$40,000,000, Department of Public Health-SFGH, to participate in the SB 1255 Disproportionate Share Payment Program through the California Medical Assistance Commission during fiscal year 1996-97; funded from miscellaneous Health Department revenues. RO #96268. (Controller)

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

4. File 101-96-57. [Appropriation, Commission on the Status of Women] Ordinance appropriating \$60,000, Commission on the Status of Women, of the General Reserve Fund for domestic violence for professional services for fiscal year 1996-97. RO #96269. (Controller) Referred to Finance Committee.

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

5. File 101-96-58. [Appropriation, Department of Human Services] Ordinance appropriating \$1,179,113, Department of Human Services, of Federal and State Revenues for the Greater Independence Program (GAIN) for fiscal year 1996-97. (Creation of eighteen (18) positions, payment to non-profit service providers, aid assistance, materials and supplies and equipment); companion measure to File 102-96-15. RO #96273. (Controller) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

6. File 101-96-59. [Appropriation, Department of Human Services] Ordinance appropriating \$894,659, Department of Human Services, of Federal and State Revenues, for the implementation of Child Welfare Services/Case Management System and the Teen Parenting Disincentive Program for fiscal year 1996-97. (Creation of thirteen (13) positions and payments for salaries, fringes, overtime, professional services and equipment); companion measure to File 102-96-16. Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..





7. File 101-96-60. [Appropriation, Sheriff] Ordinance appropriating \$330,342, Sheriff, \$292,932 of Federal Grant Revenue for overtime and fringe benefits and \$37,410 from the General Fund Reserve to purchase equipment and serve as a local match for a Citizens Option for Public Safety (COPS) Grant for fiscal year 1996-97. RO #96270. (Controller) Referred to Finance Committee.

STATUS: [04/07/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

8. File 101-96-60. [Appropriation, Sheriff] Ordinance appropriating \$330,342, Sheriff, \$292,932 of State and Federal Grant Revenue, for overtime, fringe benefits and equipment purchase for fiscal year 1996-97 (\$37,410 for equipment purchase serves as a local match for Citizen's Option for Public Safety (COPS) grant). RO #96270. (Controller)

STATUS: [04/07/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

9. File 101-96-61. [Appropriation, Department of Environment] Ordinance appropriating \$96,920, Department of Environment, from General Fund Reserve, for materials and supplies, equipment and services of other departments to cover the cost of office space and other related activities for fiscal year 1996-97. RO #96271. (Controller) Referred to Finance Committee.

STATUS: [04/07/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

10. File 101-96-62. [Appropriation, Department of Elections] Ordinance appropriating \$927,045, Department of Elections, (\$290,970 from the General Fund Reserve and \$636,066 from SB90 and other General Government Revenues) for salaries, fringe benefits and other current expenses for fiscal year 1996-97; providing for ratification of action previously taken. RO #96272. (Controller)

STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

11. File 101-96-63. [Appropriation, Ethics Commission] Ordinance appropriating \$171,190, Ethics Commission, from the General Fund Reserve for salaries, fringe benefits and other current expenses (expansion of Proposition 208), for fiscal year 1996-97. RO #96283. (Controller)

STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

12. File 101-96-64. [Appropriation, Public Library] Ordinance appropriating \$1,983,246, Public Library, of 1988 Public Library Improvement Bond interest earnings to capital improvement projects (construction contingency), for fiscal year 1996-97. RO #96255. (Controller)

STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..



13. File 101-96-65. [Appropriation, DPH-Mental Health] Ordinance appropriating \$1,670,000, DPH-Mental Health, to fund various substance abuse services for fiscal year 1996-97 (\$670,000 from the General Fund Reserve, \$500,000 from Short-Doyle Medi-Cal and \$500,000 from a SAMHSA Block Grant). RO #96281. (Controller)

STATUS: [04/14/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

14. File 101-96-66. [Appropriation, Dept. of Public Health] Ordinance appropriating \$16,063,216, Department of Public Health, of patient revenue, Short-Doyle Medi-Cal realignment and tobacco tax revenues to salaries, fringe benefits, professional services, pharmaceuticals and services of other departments at San Francisco General Hospital and appropriating \$1,783,363 of realignment and Short-Doyle Medi-Cal revenue to medical services contracts at Community Mental Health, to adjust the budget in fiscal year 1996-97 based on current revenue and expenditure projections. RO #96285. (Controller)

STATUS: [04/14/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

15. File 102-96-15. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of eighteen (18) positions (Class 9912 Public Service Aide (12), 2912 Senior Social Worker (6)); companion measure to File 101-96-58. (Department of Human Resources)

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

16. File 102-96-16. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of thirteen (13) positions (Class 2916 Social Worker Specialist (1), 2912 Senior Social Worker (1), 2940 Child Welfare Worker (8), 2944 Child Welfare Supervisor (1), 2904 Human Services Technician (1), 1819 MIS Specialist III); companion measure to File 101-96-59. (Department of Human Resources)

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

17. File 103-97-1. [1996-97 Salary Survey for Registered Nurses] Ordinance adjusting and fixing schedules of compensation effective July 1, 1996, to be paid under the provisions of Charter Section 8.403 to employees occupying classifications: 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2330 Anesthetist, 2340 Operating Room Nurse, 2830 Public Health Nurse, 2328 Nurse Practitioner, P108 Special Nurse, continuing by reference the incorporation of a Memorandum of Understanding between the City and County of San Francisco and SEIU Local 790 (Staff Nurses) which established conditions and benefits of employment other than wages for said classifications. (Department of Human Resources)

STATUS: [03/03/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.



GENERAL MATTERS

18. File 127-95-7. [Special Assessment Notice Requirement] Ordinance amending Part III, Municipal Code, by enacting new Article 18, Sections 1800, 1801 and 1802, to prescribe special notice requirements for any legislation levying a Special Benefit Assessment. (Supervisor Kaufman) (SEE ALSO FILES 127-95-9 AND 231-95-1.1)
- STATUS: [5/22/95] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[6/14/95] - CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.  
[10/18/96] - SPONSOR REQUESTS ITEM REMAIN ON PENDING LIST UNTIL FURTHER NOTICE (SEE FILE FOR MEMO).  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.
19. File 97-96-55. [Displaced Worker Protection Act] Ordinance amending the Administrative Code by adding Chapter 75, Sections 75.1 through 75.10 to provide for the retention of security, janitorial building maintenance and non-professional health care workers when a successor contract is awarded. (Supervisor Yaki)
- STATUS: [12/09/96] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.
20. File 210-96-2. [Public Employees Retirement System] Resolution urging the Retirement System to conduct a review of the investment policies and proxy voting guidelines of the California Public Employees' Retirement System, including those concerning investing in corporations or voting for directors of corporations which follow certain guidelines. (Supervisor Ammiano)
- STATUS: [9/16/96] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[11/26/96] - Hearing held; consideration continued to call of the chair.  
[1/28/97] - Transferred to Finance Committee.
21. File 7-97-2. [Fees for Paratransit Services] Ordinance approving revised fare schedule for the San Francisco Municipal Railway's contracted lift van and group van paratransit services to provide for lift van services at a rate of 90 cents per trip or a \$35.00 monthly fast pass, and group van services at a rate of 60 cents per trip, and to credit any increased revenues from such fares to provide for additional paratransit services. (Public Transportation Commission)
- STATUS: [02/03/97] - REFERRED TO FINANCE COMMITTEE.  
[3/12/97] - CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.
22. File 27-97-5. [Termination of Lease, Shell Oil Company] Resolution approving early termination of leases between Shell Oil Company and the City and County of San Francisco, acting by and through its Airport Commission. (Airport Commission)
- STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.





23. File 64-97-2. [Sublease of Real Property at Building 606] Resolution authorizing a sublease of real property at Building 606, Hunters Point Shipyard, San Francisco, for the San Francisco Police Department. (Real Estate Department)

STATUS: [02/03/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

(3/05/97) – CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

(3/19/97) – RECOMMENDED AS AMENDED TO BOARD ON APRIL 7, 1997..)

24. File 65-97-4. [Lease, Water Department/Cisco Systems, Inc.] Resolution authorizing a 40-year lease of Public Utilities Commission land between the City and County of San Francisco and Cisco Systems, Inc., in Santa Clara County. (Public Utilities Commission)

STATUS: [03/10/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

25. File 65-97-5. [Lease, PUC/Sprint Spectrum, L.P.] Resolution authorizing a one (1) year and three hundred and sixty four (364) day (with one three (3) year option and two five (5) year options) lease of PUC land between the City and County of San Francisco and Sprint Spectrum, L.P., in San Francisco County. (Public Utilities Commission)

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

26. File 65-97-6. [Lease, Sprint Spectrum, L.P.] Resolution authorizing a one (1) year and three hundred sixty four (364) day with one eight (8) year and one (1) day option lease of PUC land between the City and County of San Francisco and Sprint Spectrum, L.P., in Alameda County. (Public Utilities Commission)

STATUS: [04/14/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

27. File 69-97-1. [Supplemental Appropriation Request] Motion directing the Clerk to seek a supplemental appropriation and to take other steps necessary to appoint legislative analysts to assist and advise the Board of Supervisors on pending legislation and policy matters. (Supervisor Kaufman)

STATUS: [04/07/97] – INTRODUCE IN BOARD; AWAITING COMMITTEE ACTION..  
LEGISLATION UNDER THE 30-DAY RULE, 30 DAY RULE EXPIRES  
5/8/97

28. File 93-97-3. [MOU, MEA Police, Bargaining Unit P3] Ordinance implementing the provisions of a Memorandum of Understanding between the Municipal Executives Association and the City and County of San Francisco for Bargaining Unit P3 to be effective July 1, 1992 through June 30, 2001. (Department of Human Resources)

STATUS: [01/27/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

(02/19/97) – Hearing held. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.



29. File 93-97-4. [MOU, MEA Airport Police, Bargaining Unit XP3] Ordinance implementing the provisions of a Memorandum of Understanding between the Municipal Executives Association and the City and County of San Francisco for Bargaining Unit XP3 to be effective July 1, 1992 through June 30, 1997. (Department of Human Resources)

STATUS: [01/27/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

(02/19/97) – Hearing held. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

30. File 93-97-5. [MOU, MEA Fire, Bargaining Unit F3] Ordinance implementing the provisions of a Memorandum of Understanding between the Municipal Executives Association and the City and County of San Francisco for Bargaining Unit F3 to be effective July 1, 1992 through June 30, 1999. (Department of Human Resources)

STATUS: [01/27/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

(02/19/97) – Hearing held. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

31. File 93-97-6. [Mediated Settlement, IT Study, Local 21] Ordinance implementing the provisions of a mediated settlement dated November 20, 1996 between the International Federation of Professional and Technical Engineers, AFL-CIO, Local 21 and the City and County of San Francisco providing for the arbitrable terms of implementation of the IT Study. (Department of Human Resources)

STATUS: [01/27/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

(02/19/97) – CONSIDERATION CONTINUED TO FEBRUARY 26, 1997.

(02/26/97) – CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

32. File 93-97-7. [Amendment to MOU, Local 216] Ordinance adopting and implementing the provisions of the amendment to the Memorandum of Understanding between Building Material and Construction Teamsters, Local 216 and the City and County of San Francisco providing that all covered employees be placed into full retirement contribution status effective January 11, 1997 following approval of this ordinance by the Mayor. (Department of Human Resources)

STATUS: [03/10/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

33. File 93-97-8. [MOU, Local 790, Staff Nurse/Per Diem Nurse] Ordinance implementing an agreement to amend the Staff Nurse and Per Diem Nurse Memorandum of Understanding between the City and County of San Francisco and the Service Employees International Union, Local 790 which expires June 30, 1997 and agree to certain terms and conditions of employment to be incorporated into any successor agreement to take effect on July 1, 1997. (Department of Human Resources) Referred to Finance Committee.

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..





34. File 93-97-9. [Amendment to MOU, Deputy Sheriff's Association] Ordinance adopting and implementing Amendment Number 2 to the Memorandum of Understanding between the Deputy Sheriff's Association and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1998. (Also see File 93-95-30.1). (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

35. File 93-97-10. [Amendment to MOU, S.F. Interns and Residents] Ordinance implementing the provisions of a Memorandum of Understanding between the San Francisco Interns and Residents Association and the City and County of San Francisco for the period November 30, 1996 through November 30, 1998. (Also see File 93-94-26). (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

36. File 93-97-11. [MOU, Building Inspectors 6331/6333] Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

37. File 93-97-12. [MOU, Building Inspectors 6334] Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for 6334 Chief Building Inspectors for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

38. File 93-97-13. [MOU, Local 22] Ordinance implementing the provisions of a Memorandum of Understanding between the Bay Counties District Council of Carpenters, Carpenters, Local 22 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

39. File 93-97-14. [MOU, Local 580] Ordinance implementing the provisions of a Memorandum of Understanding between the Cement Masons Union, Local 580 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.



40. File 93-97-15. [MOU, Local 6] Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Electrical Workers, Local 6 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

41. File 93-97-16. [MOU, Local 718] Ordinance implementing the provisions of a Memorandum of Understanding between the Glaziers, Architectural Metal and Glass Workers, Local 718 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

42. File 93-97-17. [MOU, Institutional Police Officers Association] Ordinance implementing the provisions of a Memorandum of Understanding between the San Francisco Institutional Police Officers Association and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

43. File 93-97-18. [MOU, Local 16] Ordinance implementing the provisions of a Memorandum of Understanding between the International Alliance of Theatrical Stage Employees and Moving Motion Picture Machine Operators of the United States and Canada, Local 16 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Public Health) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

44. File 93-97-19. [MOU, Local 377] Ordinance implementing the provisions of a Memorandum of Understanding between the Ironworkers-Bridge, Structural Ornamental and Reinforced, Local Union 377 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

45. File 93-97-20. [MOU, Local 261] Ordinance implementing the provisions of a Memorandum of Understanding between the Laborers International Union of North America, Local 261 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..



46. File 93-97-21. [MOU, Local 1414] Ordinance implementing the provisions of a Memorandum of Understanding between the Peninsula Automotive Mechanics Lodge, No. 1414, International Association of Machinists & Aerospace Workers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

47. File 93-97-22. [MOU, Local Union No. 3] Ordinance implementing the provisions of a Memorandum of Understanding between the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

48. File 93-97-23. [MOU, Local 3] Ordinance implementing the provisions of a Memorandum of Understanding between Operating Engineers, Local 3 bargaining for Supervising Probation Officers and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

49. File 93-97-24. [MOU, Local 4] Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Painters and Allied Trades, Local 4 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

50. File 93-97-25. [MOU, Local Union No. 34] Ordinance implementing the provisions of a Memorandum of Understanding between the Pile Drivers, Divers, Carpenters, Bridge, Wharf & Dock Builders, Local Union No. 34 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..





51. File 93-97-26. [MOU, Local Union No. 38] Ordinance implementing the provisions of a Memorandum of Understanding between the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local Union No. 38 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

52. File 93-97-27. [MOU, Local 66] Ordinance implementing the provisions of a Memorandum of Understanding between the Plasterers and Shophands, Local 66 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

53. File 93-97-28. [MOU, Local 40] Ordinance implementing the provisions of a Memorandum of Understanding between the Roofers, Local 40 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

54. File 93-97-29. [MOU, Local 104] Ordinance implementing the provisions of a Memorandum of Understanding between the Sheet Metal Workers International Union, Local 104 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

55. File 93-97-30. [MOU, Local 3/Hodcarriers and Local 36] Ordinance implementing the provisions of a Memorandum of Understanding between the Bricklayers, Stone Masons, Terrazza Mechanics, Marble Masons, Pointers, Caulkers and Cleaners, Local 3/Hodcarriers, Local 36 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

56. File 93-97-31. [Amendment to MOU, Municipal Attorney's Association] Ordinance implementing the Amendment Number 1 to the Memorandum of Understanding between the Municipal Attorney's Association and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1998. (Also see File 93-96-32). (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..



57. File 93-97-32. [Unrepresented Employees] Ordinance fixing compensation for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of Section A8.409 of the Charter, in classes not represented by an employee organization, and establishing working schedules and conditions of employment and methods of payment, effective July 1, 1997. (Department of Human Resources) Referred to Finance Committee.

STATUS: [04/07/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

58. File 93-97-33. [MOU, Probation Officers] Ordinance implementing the provisions of a Memorandum of Understanding between the Probation Officers Association represented by Teamster Local 865 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

STATUS: [04/07/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

59. File 93-97-34. [Arbitrator's Award, IFTE Local 21] Ordinance adopting and implementing the provisions an Arbitrator's Award granting acting pay to twenty five (25) employees effective November 10, 1994 pursuant to a grievance filed pursuant to the Memorandum of Understanding between the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO and the City and County of San Francisco. (Department of Human Resources)

STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

60. File 96-97-2. [Sale of Surplus Property] Resolution authorizing the sale of 5.216 Acres of land of Water Department surplus real property located in Sunol, Alameda County, to the State of California for \$64,500. (Real Estate Department)

STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

61. File 97-97-2. [General Assistance, Loan Exemption] Ordinance amending the Administrative Code, Section 20.56.11, the General Assistance Ordinance, to exempt loans from consideration as income. (Supervisor Alioto)

STATUS: [01/06/97] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION. (AWAITING NEW SPONSOR.)  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.





62. File 97-97-3. [General Assistance, Grant Level Increase] Ordinance amending the Administrative Code, Section 20.57, the General Assistance Ordinance, to increase the maximum grant for two person families (from \$567 to \$690). (Supervisor Alioto)

STATUS: [01/06/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION. (AWAITING NEW SPONSOR.)  
(01/28/97) – TRANSFERRED TO FINANCE COMMITTEE.

63. File 97-97-14. [Hold Harmless Agreements, Emergency Circumstances] Ordinance amending Administrative Code by adding Section 1.25-8 to authorize the City's assumption of defense and indemnification of consultants from claims and lawsuits arising from services performed for and under contract with the City in emergency circumstances. (Building Inspection Commission)

STATUS: [03/31/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

64. File 97-97-15. [Fiscal Impact] Ordinance amending Administrative Code Section 2.6-3 which requires that legislation which has a fiscal impact be reviewed by the fiscal committee of the Board of Supervisors, to amend the definition of fiscal impact to apply when an expenditure or commitment of city funds exceeds \$200,000 in any fiscal year, or \$1,000,000 over a five-year period. (Supervisor Kaufman)

STATUS: [03/24/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
LEGISLATION UNDER THE 30-DAY RULE, 30 DAY RULE EXPIRES  
4/24/97

65. File 97-97-17. [Budget Process] Draft ordinance amending Administrative Code to establish a budget process pursuant to Charter Section 9.100 by repealing Sections 3.05 through 3.20 and adding Sections 3.1 through 3.25 and reserving Sections 3.26 through 3.49 for future use. (Supervisor Kaufman)

STATUS: [03/31/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

66. File 97-97-18. [Dispute Resolution Fee] Ordinance amending Administrative Code Section 10.117-63 to authorize the Board of Supervisors to increase the surcharge on Superior and Municipal Court filing fees which are designated for the Dispute Resolution Program Fund. (Supervisor Kaufman)

STATUS: [03/31/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

67. File 97-97-19. [Health Service Plans & Rates of Contributions] Ordinance amending Administrative Code Section 16.157, approving Health Service System Plans and Rates of Contributions as adopted by the Health Service Board. (Department of Human Resources)

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..



68. File 97-97-20. [General Assistance Grants] Ordinance amending Administrative Code Section 20.57 relating to the automatic cost of living adjustment of general assistance grants. (Mayor Willie L. Brown, Jr.)

STATUS: [04/07/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION..  
LEGISLATION UNDER THE 30-DAY RULE, 30 DAY RULE EXPIRES  
5/8/97.

69. File 121-97-1. [Specialized Motor Vehicles for Hire] Ordinance amending Police Code Section 1076, the definitional section and adding Sections 1148 through 1148.5 providing for the issuance of permits and the operation and regulation of specialized motor vehicles for hire (ramped taxi). (Supervisor Ammiano)

STATUS: [02/18/97] – INTRODUCE IN BOARD; AWAITING COMMITTEE ACTION..

70. File 170-97-2. [Equipment Lease Supplement No. 6] Ordinance approving the form of and authorizing execution and delivery by the City and County of San Francisco of an Equipment Lease Supplement No. 6 between the City and County of San Francisco Finance Corporation, as lessor, and the City and County of San Francisco, as lessee, with respect to equipment to be used for City purposes, a related Certificate of Approval and a Continuing Disclosure Certificate; approving the issuance of Lease Revenue Bonds by said nonprofit Corporation in an amount not to exceed Twelve Million Seven Hundred and Eighty Thousand Dollars (\$12,780,000); providing for reimbursement to the City of certain City expenditures incurred prior to the issuance of Lease Revenue Bonds; and providing for the execution of documents in connection therewith and ratifying previous actions in connection therewith. (Mayor)

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

71. File 172-97-19. [Amendment, Advertising Shelter Agreement] Ordinance approving Third Amendment to Advertising Transit Shelter Agreement by and between the City and County of San Francisco and Outdoor Systems, Inc. to maintain MUNI Metro extension and F-Line boarding platforms in exchange for advertising on platforms and expand transit shelter program. (Also see Files 172-97-37 and 172-96-40). (Municipal Railway)

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..

72. File 222-97-1. [Exempt Rank, H53 Fire Emergency Medical Chief] Resolution approving the exempt rank and position of Class H-53 Emergency Medical Services Chief of the Fire Department. (Civil Service Commission) Referred to Finance Committee.

STATUS: [03/31/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION..



73. File 238-97-1. [Filing Fee Increase, Dispute Resolution] Resolution amending Resolution No. 1118-96, relating to filing fees in the Superior and Municipal Courts authorized by Government Code Sections 26820.4, 26826, 26827, 68090, 72055 and 72056 to implement the state-enacted dispute resolution programs under the Business and Professions Code, by increasing the filing fee surcharge imposed by that resolution from three dollars (\$3) to eight dollars (\$8) in civil actions (other than small claims actions) where the monetary damages exceed two thousand five hundred dollars (\$2,500) and establish a filing fee surcharge of three dollars (\$3) in civil actions (other than small claims actions) where the monetary damages do not exceed two thousand five hundred dollars (\$2,500). (Supervisor Kaufman)

STATUS: [03/31/97] -INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

74. File 240-97-1. [Labor/Management Card Check Representation] Draft ordinance creating San Francisco employee signature authorization legislation concerning labor/management card check representation procedure whereby entities choosing to do business with the city must agree to nonconfrontational procedures by which their workers register their preference regarding union representation. (Supervisor Ammiano)

STATUS: [03/31/97] -INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
LEGISLATION UNDER THE 30-DAY RULE, 30 DAY RULE EXPIRES  
5/1/97.

(4/4/97) - Referred to City Attorney for review, preparation and approval  
as to form.





HEARINGS

75. File 32-94-2. [Franchise Fee Audit of Viacom for 1991 and 1992] Hearing to consider the Budget Analyst's Franchise Fee Audit of Viacom for 1991 and 1992. (Supervisor Bierman)

STATUS: [5/2/94] REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.  
[6/23/94] BUDGET COMMITTEE FOUND THAT IT IS IN THE BEST INTERESTS OF THE CITY NOT TO DISCLOSE ANY INFORMATION REVEALED IN ITS CLOSED SESSION DELIBERATIONS IN THE PROPOSED ITEM AND MOVED NOT TO DISCLOSE ANY INFORMATION AT THIS TIME. CONSIDERATION CONTINUED TO CALL OF THE CHAIR.  
[12/12/94] SPONSOR REQUEST ITEM BE HELD ON PENDING.  
[01/28/97] – TRANSFERRED TO FINANCE COMMITTEE.

76. File 97-96-56. [City Contractors] Hearing to consider establishing policy that the City and County shall contract for the delivery of City services only with agencies or companies which do not engage in activities, including but not limited to activities which could give rise to labor disputes which would interfere with the contractor's ability to provide these essential services to the City dependably and without interruption. (Supervisor Ammiano)

STATUS: [10/15/96] –INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
1/28/97, Transferred to Finance Committee.  
[03/26/97– On draft calendar 4/09/97.

77. File 107-96-2. [General Assistance Program] Hearing to consider the effectiveness of the General Assistance Program for the City and County of San Francisco. (Supervisor Alioto)

STATUS: [5/13/96] – INTRODUCED IN BOARD.  
[10/03/96] – Hearing held. CONSIDERATION CONTINUED TO NOVEMBER 7, 1996.  
[11/07/96] – Hearing held. CONSIDERATION CONTINUED TO DECEMBER 5, 1996.  
[12/05/96] – Hearing held. CONSIDERATION CONTINUED TO JANUARY 16, 1996.  
[1/16/97] – Meeting cancelled.  
[1/28/97] – Transferred to the Finance Committee.

78. File 147-96-8. [Public Library Budget] Hearing to consider the San Francisco Public Library's projected budget shortfall for the fiscal year 1996-97. (Supervisors Kaufman, Bierman)

STATUS: [12/23/96] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[12/23/96] – WITH REQUEST IT BE CALENDERED MARCH 19, 1997.  
[01/28/97] – TRANSFERRED TO FINANCE COMMITTEE.  
[03/19/97] – CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.



79. File 161-96-8.1. [Redevelopment Agency Quarterly Report] Hearing to consider the San Francisco Redevelopment Agency's 1996-1997 Second Quarterly Financial and Performance Report. (Supervisor Leal)
- STATUS: [3/03/97] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.
- \*80. File 165-96-4. [Municipal Railway Management Audit] Hearing to consider the July 1996 management audit of the Municipal Railway. (Supervisors Hsieh, Teng, Brown, Ammiano, Katz, Alioto)
- STATUS: [7/15/96] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.
81. File 176-96-8. [Labor Issues] Hearing to consider the labor standards and practices of City parking concessionaires. (Supervisor Ammiano)
- STATUS: [10/7/96] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
1/28/97, Transferred to the Finance Committee.
82. File 12-97-1. [Welfare Reform] Hearing to consider Governor Wilson's welfare reform proposal and its impact on the communities of San Francisco. (Supervisors Teng, Bierman, Brown, Katz)
- STATUS: [1/13/97] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[1/28/97] - Transferred to the FINANCE COMMITTEE.
83. File 162-97-1. [Annual Joint Fundraising Drive for 1997] Hearing transmitting communications of the Annual Joint Fundraising Drive. (Clerk of the Board)
- STATUS: [01/21/97] - REFERRED TO BUDGET/FINANCE COMMITTEE.
84. File 165-97-4. [Police Department Management Audit] Hearing to consider the results of the Budget Analyst management audit of the Police Department. (Supervisor Kaufman)
- STATUS: [4/07/97] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[4/7/97] - Sponsor request it be considered on or before May 7, 1997.
85. File 191-97-3. [Electric System Municipalization] Hearing to consider the "Final Report: Feasibility Study of Electric-System Municipalization for San Francisco Public Utilities Commission". (Supervisor Bierman)
- STATUS: [2/18/97] - INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.  
[4/7/97] - Sponsor request this item be calendared on May 7, 1997.





86. File 207-97-9. [Police Department Staffing] Hearing to address implementation of the Charter provision for full staffing of the Police Department. (Supervisor Medina)

STATUS: [4/07/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.

87. File 247-97-1. [City's Contracting Procedure] Hearing to consider the City's contracting procedures and determine why it costs more to purchase through the City's contract vendors. (Supervisor Katz)

STATUS: [4/07/97] – INTRODUCED IN BOARD; AWAITING COMMITTEE ACTION.



RELEASE OF FUNDS

88. File 79-95-6.3. [Release of Funds, Mayor's Office of Community Development] Consideration of release of reserve, Mayor's Office of Community Development (CDBG Grant), in the amount of \$75,000, to fund the Margaret Hayward Playground renovation project. (Mayor's Office of Community Development)
- STATUS: [09/03/96] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.  
[09/11/96] - CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.  
[01/28/97] - TRANSFERRED TO FINANCE COMMITTEE.
89. File 100-96-1.7. [Reserved Funds, District Attorney] Hearing to consider release of reserved funds, District Attorney, in the amount of \$141,500 to fund the District Attorney's Office 1996-1997 information systems master plan, approved by the Electronic Information Processing Steering Committee (EIPSC). (District Attorney)
- STATUS: [03/31/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.  
[04/09/97] - CONSIDERATION CONTINUED TO APRIL 23, 1997 MEETING.
90. File 100-96-1.8. [Reserve Funds, Trial Courts] Hearing to consider release of reserved funds, Trial Courts, (Special Revenue Fund), in the amount of \$260,000 to fund court automation projects (acquire mainframe computer as approved by EISPC), for fiscal year 1996-97. (Superior and Municipal Courts)
- STATUS: [03/17/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
91. File 100-96-1.9. [Reserved Funds, PUC-Water Department] Hearing to consider release of reserved funds, PUC-Water Department, in the amount of \$550,000, for professional and specialized services of a contractor to develop policies and procedures and staff training for water treatment, system operations, and emergency responses. (PUC-Water Department)
- STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
92. File 101-90-86.5. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$145,600 to fund the final unanticipated costs such as toxic abatement and ADA improvements at the Mission Police Station. (Also see Files 101-91-75.3 and 101-91-75.4) (Police Department)
- STATUS: [03/00/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.
93. File 101-90-97.1. [Reserved Funds, Municipal Railway] Hearing to consider release of funds, Municipal Railway (Small Grants Projects), in the amount of \$170,000 to fund the cable car system safety and code compliance-oil separator project. (Municipal Railway)
- STATUS: [04/14/97] - REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.



94. File 101-91-75.3. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$123,892, to help fund the final unanticipated costs such as temporary station lease, structural steel revisions, lead paint abatement, and ADA improvements at the Taraval Police Station. (Also see Files 101-90-86.5 and 101-91-75.4) (Police Department)

STATUS: [03/00/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

95. File 101-91-75.4. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$120,350, to help fund the temporary relocation of Park Police Station and ADA revisions/new roofing of the Golden Gate Stables. (Also see Files 101-90-86.5 and 101-91-75.3) (Police Department)

STATUS: [03/00/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

96. File 101-95-71.2. Reserved Funds, Department of Public Works] Hearing to consider release of reserved funds, Department of Public Works (1995 City Hall Improvement Bond Fund), in the total amount of \$7,350,752, to fund the ongoing City Hall seismic retrofit and earthquake damage repair project.

STATUS: [03/24/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.  
(4/9/97) – Department request 4/23/97 mtg.

97. File 101-96-15.1. [Reserved Funds, Airport] Hearing to consider release of reserved funds, Airport, (Airport Revenue Bonds, Issue 13), in the amount of \$152,491,000 to partially fund the contractual services of Tutor-Saliba Corporation, for the S.F. International Terminal general construction. (Airport Commission)

STATUS: [04/14/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

98. File 213-96-3.4. [Reserve Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway, (Federal grants and matching Fund), in the amount of \$1,687,500 to fund needed equipment procurements. (Municipal Railway)

STATUS: [04/07/97] – REFERRED TO COMMITTEE; AWAITING COMMITTEE ACTION.

Members, Board of Supervisors (11)  
Mayor's Office (Steve Kawa)  
Clerk of the Board  
Deputy Clerks (2)  
City Attorney (Ted Lakey)  
Budget Analyst





# CALENDAR

## Finance Committee Board of Supervisors City and County of San Francisco

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### REGULAR MEETING

WEDNESDAY, APRIL 16, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosemary Little-Horanzky

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

1.

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

### CONSENT CALENDAR

- 1a. File 101-96-56. [Appropriation, Department of Public Health] Ordinance appropriating \$40,000,000, Department of Public Health-SFGH, to participate in the SB 1255 Disproportionate Share Payment Program through the California Medical Assistance Commission during fiscal year 1996-97; funded from miscellaneous Health Department revenues. RO #96268. (Controller)
- 1b. File 101-96-57. [Appropriation, Commission on the Status of Women] Ordinance appropriating \$60,000, Commission on the Status of Women, of the General Reserve Fund for domestic violence for professional services for fiscal year 1996-97. RO #96269. (Controller)

ACTION:

### REGULAR CALENDAR

2. File 101-96-21.1. [Appropriation, Trial Courts] Ordinance appropriating \$573,400, Trial Courts, from the Court's Special Revenue Fund, for computer maintenance contracts to complete four automation projects in fiscal year 1996-97. (Budget Committee) RO #96143

ACTION:

3. File 100-96-1.8. [Reserve Funds, Trial Courts] Hearing to consider release of reserved funds, Trial Courts, (Special Revenue Fund), in the amount of \$260,000 to fund court automation projects (acquire mainframe computer as approved by EISPC), for fiscal year 1996-97. (Superior and Municipal Courts)

ACTION:

4. File 93-97-8. [MOU, Local 790, Staff Nurse/Per Diem Nurse] Ordinance implementing an agreement to amend the Staff Nurse and Per Diem Nurse Memorandum of Understanding between the City and County of San Francisco and the Service Employees International Union, Local 790 which expires June 30, 1997 and agree to certain terms and conditions of employment to be incorporated into any successor agreement to take effect on July 1, 1997. (Department of Human Resources)

ACTION:

5. File 93-97-9. [Amendment to MOU, Deputy Sheriff's Association] Ordinance adopting and implementing Amendment Number 2 to the Memorandum of Understanding between the Deputy Sheriff's Association and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1998. (Also see File 93-95-30.1). (Department of Human Resources)

ACTION:

6. File 93-97-10. [Amendment to MOU, S.F. Interns and Residents] Ordinance implementing the provisions of a Memorandum of Understanding between the San Francisco Interns and Residents Association and the City and County of San Francisco for the period November 30, 1996 through November 30, 1998. (Also see File 93-94-26). (Department of Human Resources)

ACTION:

7. File 93-97-11. [MOU, Building Inspectors 6331/6333] Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

8. File 93-97-12. [MOU, Building Inspectors 6334] Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for 6334 Chief Building Inspectors for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

9. File 93-97-13. [MOU, Local 22] Ordinance implementing the provisions of a Memorandum of Understanding between the Bay Counties District Council of Carpenters, Carpenters, Local 22 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

10. File 93-97-14. [MOU, Local 580] Ordinance implementing the provisions of a Memorandum of Understanding between the Cement Masons Union, Local 580 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

11. File 93-97-15. [MOU, Local 6] Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Electrical Workers, Local 6 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

12. File 93-97-16. [MOU, Local 718] Ordinance implementing the provisions of a Memorandum of Understanding between the Glaziers, Architectural Metal and Glass Workers, Local 718 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

13. File 93-97-17. [MOU, Institutional Police Officers Association] Ordinance implementing the provisions of a Memorandum of Understanding between the San Francisco Institutional Police Officers Association and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

14. File 93-97-18. [MOU, Local 16] Ordinance implementing the provisions of a Memorandum of Understanding between the International Alliance of Theatrical Stage Employees and Moving Motion Picture Machine Operators of the United States and Canada, Local 16 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Public Health)

ACTION:

15. File 93-97-19. [MOU, Local 377] Ordinance implementing the provisions of a Memorandum of Understanding between the Ironworkers-Bridge, Structural Ornamental and Reinforced, Local Union 377 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

16. File 93-97-20. [MOU, Local 261] Ordinance implementing the provisions of a Memorandum of Understanding between the Laborers International Union of North America, Local 261 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

17. File 93-97-21. [MOU, Local 1414] Ordinance implementing the provisions of a Memorandum of Understanding between the Peninsula Automotive Mechanics Lodge, No. 1414, International Association of Machinists & Aerospace Workers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

18. File 93-97-22. [MOU, Local Union No. 3] Ordinance implementing the provisions of a Memorandum of Understanding between the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:



19. File 93-97-23. [MOU, Local 3] Ordinance implementing the provisions of a Memorandum of Understanding between Operating Engineers, Local 3 bargaining for Supervising Probation Officers and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

20. File 93-97-24. [MOU, Local 4] Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Painters and Allied Trades, Local 4 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

21. File 93-97-25. [MOU, Local Union No. 34] Ordinance implementing the provisions of a Memorandum of Understanding between the Pile Drivers, Divers, Carpenters, Bridge, Wharf & Dock Builders, Local Union No. 34 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

22. File 93-97-26. [MOU, Local Union No. 38] Ordinance implementing the provisions of a Memorandum of Understanding between the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local Union No. 38 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

23. File 93-97-27. [MOU, Local 66] Ordinance implementing the provisions of a Memorandum of Understanding between the Plasterers and Shophands, Local 66 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

24. File 93-97-28. [MOU, Local 40] Ordinance implementing the provisions of a Memorandum of Understanding between the Roofers, Local 40 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

25. File 93-97-29. [MOU, Local 104] Ordinance implementing the provisions of a Memorandum of Understanding between the Sheet Metal Workers International Union, Local 104 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

26. File 93-97-30. [MOU, Local 3/Hodcarriers and Local 36] Ordinance implementing the provisions of a Memorandum of Understanding between the Bricklayers, Stone Masons, Terrazza Mechanics, Marble Masons, Pointers, Caulkers and Cleaners, Local 3/Hodcarriers, Local 36 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

27. File 93-97-31. [Amendment to MOU, Municipal Attorney's Association] Ordinance implementing the Amendment Number 1 to the Memorandum of Understanding between the Municipal Attorney's Association and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1998. (Also see File 93-96-32). (Department of Human Resources)

ACTION:

28. File 93-97-32. [Unrepresented Employees] Ordinance fixing compensation for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of Section A8.409 of the Charter, in classes not represented by an employee organization, and establishing working schedules and conditions of employment and methods of payment, effective July 1, 1997. (Department of Human Resources)

ACTION:

29. File 93-97-33. [MOU, Probation Officers] Ordinance implementing the provisions of a Memorandum of Understanding between the Probation Officers Association represented by Teamster Local 865 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001. (Department of Human Resources)

ACTION:

### LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. Now pending:

File No. 97-97-15, Ordinance, Fiscal Impact Legislation, (Kaufman), 30 day Rule expires 4/24/97.

File No. 240-97-1, Draft Ordinance, Labor/Management Card Check Representation, union registration, (Ammiano), 30 day Rule expires 5/1/97.

File No. 97-97-20, General Assistance Grants, (Mayor), 30 day Rule expires 5/8/97.

File No. 69-97-1, Legislative Analysts, Board of Supervisors, (Supervisor Kaufman), 30 day Rule expires 5/8/97.

Watch future calendars for scheduling of these matters.

25  
197  
CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

April 11, 1997

**TO:** Finance Committee

**FROM:** Budget Analyst Recommendation to the Board

DOCUMENTS DEPT.

**SUBJECT:** April 16, 1997 Finance Committee Meeting

APR 15 1997

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 101-96-56

**Department:** Department of Public Health (DPH)  
San Francisco General Hospital (SFGH)

**Item:** Supplemental Appropriation Ordinance appropriating \$40,000,000 to allow San Francisco General Hospital to participate in the SB 1255 Disproportionate Share Payment Program through the California Medical Assistance Commission during FY 1996-97.

**Amount:** \$40,000,000

**Source of Funds:** Various revenues to be certified by the Controller

**Description:** In 1989, Senate Bill (SB 1255) established a Disproportionate Share Payment Program, now known as the Emergency Services and Supplemental Payment Fund. This Fund provides a mechanism for additional supplemental payments to disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with Medi-Cal inpatient and indigent utilization higher than the State average. Under SB 1255, disproportionate share hospitals make voluntary transfer payments to the California Medical Assistance Commission. The State uses these funds to match Federal Medi-Cal funds, thereby increasing the total amount of Medi-Cal funds which can be made available

to disproportionate share hospitals. The State then transfers increased Medi-Cal revenue funds back to the disproportionate share hospitals for the Medi-Cal patient days of service provided by such hospitals. SFGH is one of 41 hospitals Statewide which is eligible to receive funds under the SB 1255 Program, according to Ms. Monique Zmuda of the DPH.

The DPH estimates that if this requested supplemental appropriation of \$40,000,000 is approved for payment by the City to the California Medical Assistance Commission, the State would allocate back to the City an estimated \$65,500,000 in Medi-Cal funds, for FY 1997-98, resulting in a net gain to the City of an estimated \$25,500,000 (see Comment).

The DPH reports that approval of the proposed legislation is being requested prior to the DPH knowing the exact amount of the net gain to be realized by the City, in order to permit the DPH to access these funds as soon as the State announces their availability. The DPH advises that, customarily there is only approximately a two to three week turn-around period between the time that the State announces the availability of revenue and the time in which the DPH must transfer the payment to the California Medical Assistance Commission in order to take advantage of the increased revenues.

This is the tenth time that the DPH has participated in the SB 1255 Program. According to Ms. Zmuda, based on the City's last payments of \$20,000,000 to the California Medical Assistance Commission in FY 1995-96, the City received back from the State \$35,500,000 in FY 1996-97 Medi-Cal revenues, resulting in a net gain to the City of \$15,500,000. Mr. Ed Harrington, City Controller, states that his office has verified this net gain.

**Comment:**

As noted above, the DPH anticipates that this proposed legislation will result in net estimated additional Medi-Cal revenues to the City of up to \$25,500,000. Ms. Monique Zmuda of the DPH states that, while the DPH received a net gain of \$15,500,000 from the FY 1995-96 SB 1255 Program, the DPH estimates that it will receive a net gain of \$25,500,000 from the FY 1996-97 SB 1255 Program, as a result of increasing the City's payment into the SB 1255 Program from \$20,000,000 to \$40,000,000. According to Mr. Harrington, the net additional revenues to be received by the City under SB 1255 would be used as revenues for purposes of funding the SFGH Fiscal Year 1997-98 budget.

Memo to Finance Committee  
April 16, 1997 Meeting of Finance Committee

**Recommendation:** Approve the proposed ordinance.





Item 1b - File 101-96-57

**Department:** Commission on the Status of Women

**Item:** Ordinance appropriating \$60,000 for domestic violence services to the Commission on the Status of Women.

**Amount:** \$60,000

**Source of Funds:** General Fund Reserve

**Description:** During the FY 1996-97 budget process, the Board of Supervisors established a General Fund Reserve in the amount of \$60,000 for domestic violence services for the Commission on the Status of Women (COSW). According to Ms. Melyssa Jo Kelly of the COSW, these funds would be used to provide additional funding for existing contracts with two non-profit organizations. Ms. Kelly reports that \$35,000 would fund the San Francisco Neighborhood Legal Assistance Foundation (SFNLAF), and \$25,000 would fund WOMAN, Inc.

**Budget:** Attachment I, provided by the COSW, details how the SFNLAF and WOMAN, Inc. would expend the proposed funds.

**Comments:**

1. Presently, the SFNLAF has a contract with the COSW in the amount of \$51,610 to provide legal assistance to victims of domestic violence, and WOMAN, Inc. has a contract with the COSW in the amount of \$146,500 to provide a 24 hour hotline, counseling, and referral services for victims of domestic violence. According to Ms. Kelly, \$35,000 of the proposed supplemental appropriation would be used by SFNLAF to replace a portion of the funding which the Federal government cut, and \$25,000 would be used by WOMAN, Inc. to purchase computer equipment, pay consultants, and to fund miscellaneous administrative expenses in order to be able to seek additional Federal, State, and private funding sources (see Attachment II).
2. Ms Kelly reports that the SFNLAF and WOMAN, Inc. were selected to provide professional domestic violence related services through a Request For Proposal (RFP) process. Both organizations were awarded three year contracts which will expire in June of 1998. Attachment III is a list of all the agencies which submitted proposals in FY 1995-96 and the amounts which COSW awarded. Ms Kelly advises that every organization which responded to the RFP was awarded a three-year contract because each organization

Memo to Finance Committee  
April 16, 1997

is considered qualified and provides a different domestic violence service for the COSW.

**Recommendation:** Approve the proposed supplemental appropriation ordinance.



# WOMAN, INC.

Women Organized to Make Abuse Nonexistent, Inc.

333 Valencia St., Suite 251  
San Francisco, CA 94103  
Business phone: 415-864-4777

## C.O.S.W. BUDGET MODIFICATION

### Operating expenses

Development Consultant	\$2,000.00
System set-up/Database	2,000.00
Computer Equipment	8,800.00
Loan pay off	3,950.00
Audit	3,500.00
Staff training	2,000.00
Program consultants	2,000.00
Additional postage	250.00
One time beeper fees	<u>500.00</u>
TOTAL	\$25,000.00

COMMISSION ON THE STATUS OF WOMEN  
SAN FRANCISCO NEIGHBORHOOD LEGAL ASSISTANCE FOUNDATION

CALCULATION OF CHARGES

PERSONNEL:

POSITION	SALARY	COSW SHARE	AMOUNT
Law clerk & work study	(250 hours @ \$10)		2,500
Add: Fringe benefits		17.80%	445
Total Personnel Costs			2,945

NON PERSONNEL: OPERATING EXPENSES

1. Space costs (\$185,000 annual costs X 7% allocated to project)	12,950
2. Travel - Muni fast passes for ten months	700
3. Equipment expenses - (\$37,500 annual costs X 7% allocated to project.) includes copier lease, typewriter & other office machines.	2,625
4. Office technology - (\$35,500 annual costs X 7% allocated to project.) includes computer hardware & software & consulting services.	2,485
5. Office supplies - (\$32,000 annual costs X 7% allocated to project.) includes office, copying & computer supplies, postage etc.	2,240
6. Training - (\$15,000 annual costs X 7% allocated to project.) includes registration fees & other related expenses.	1,050
7. Insurance - (\$25,000 annual costs X 7% allocated to project)	1,750
8. Law library subscriptions (\$36,000 annual costs X 7% allocated to project.)	2,520
9. Litigation costs (\$4,000 annual costs X 7% allocated to project.)	280
D. INDIRECT & OTHER EXPENSES (10% of Total Personnel costs and Fringe benefits)	5,455
Total Operating expenses	32,055
TOTAL COSTS	35,000





# City & County of San Francisco Commission on the Status of Women

25 Van Ness, Room 130, San Francisco, CA 94102

(415) 252-2570 FAX (415) 252-2575

Sonia Melara, Executive Director

DATE: April 2, 1997

TO: Board of Supervisors Budget Analyst

FROM: Sonia Melara, COSW Executive Director

SUBJECT: Fiscal Year 1996-97 Supplemental Allocation for Domestic Violence Programs

As requested, I am writing to provide background information regarding the Fiscal Year 1996-97 Supplemental Allocation in the amount of \$65,000.00 earmarked by the Board of Supervisors for the Commission on the Status of Women's domestic violence program funds.

During last year's budget hearings, Supervisor Kevin Shelley initiated action by the Board of Supervisors, in which an additional \$65,000.00 was set aside for COSW-funded domestic violence programs. This action was taken in response to an appeal by the San Francisco Domestic Violence Consortium, on behalf of two agencies, the San Francisco Neighborhood Legal Assistance Foundation (SFNLAF), and W.O.M.A.N., Inc.

After the Commission was informed that these additional funds had been allocated by the Board of Supervisors, we asked SFNLAF and W.O.M.A.N., Inc. to submit formal requests for supplemental funding, which outlined how the agencies proposed to make use of the funds and included detailed budget justifications. After consultation with the City Budget Office and City Attorney, COSW finalized program evaluations and approved one-time-only supplemental allocations for the following purposes:

- 1) SFNLAF: \$35,000.00 to replace funding for administrative costs and support staff (due to federal funding cuts);
- 2) W.O.M.A.N., Inc. \$25,000.00 to increase agency administrative capacity and build agency infrastructure in order to seek additional revenue streams.

You have received under separate cover the Budget Modification Requests from SFNLAF and W.O.M.A.N., Inc. that provide the budget for the supplemental allocations.

Please let me know if you have any questions, or would like more information. Thank you.

mjk\waw\grants\gc967-31

**SUMMARY OF COMMISSION-FUNDED  
DOMESTIC VIOLENCE PROGRAMS  
Fiscal Year 1995-96**

<b>Advocacy Services</b>	<b>162,812</b>
Donaldina Cameron House	81,500
Family Violence Prevention Fund	81,312
<b>Legal Services</b>	<b>234,610</b>
Nihonmachi Legal Outreach	81,500
SF Bar Association-Cooperative Restraining Order Clinic	50,000
SF Bar Association-Volunteer Legal Services	51,500
San Francisco Legal Assistance Foundation	51,610
<b>Prevention Education Services</b>	<b>196,582</b>
Family Violence Prevention Fund	196,582
<b>Shelter Services</b>	<b>489,903</b>
Asian Women's Shelter	105,803
La Casa de las Madres	224,037
St. Vincent de Paul Society-Brennan House	34,500
St. Vincent de Paul Society-Rosalie House	125,563
<b>Twenty-Four Hour Crisis Line</b>	<b>146,500</b>
W.O.M.A.N., Inc	146,500
<b>Total Allocated:</b>	<b>\$1,230,407</b>

Items 2 and 3 - Files 101-96-21.1 and 100-96-1.8

**Department:** Trial Courts

**Items:** Supplemental appropriation ordinance for \$573,400 from the Court's Special Revenue Fund for computer maintenance to allow the Trial Courts to complete Court automation projects (File 101-96-21.1).

Request for release of \$260,000 of reserved funds from the Court's Special Revenue Fund to finance court automation projects (File 100-96-1.8).

<b>Amount:</b>	\$573,400	Supplemental appropriation request
	<u>260,000</u>	Release of reserve request
	\$833,400	Total

**Source of Funds:** Court Special Revenue Fund (See Comment No. 1)

**Description:** The proposed supplemental appropriation (File 101-96-21.1) and release of reserve funds (File 100-96-1.8) would be used to finance a Personal Computer (PC) Utility Program under a lease agreement for the equipment and a service maintenance contract with Digital Equipment Corporation (DEC).

The Trial Courts budgeted \$1,762,456 in their FY 1996-97 budget for computer equipment and maintenance, including \$260,000 for the initiation of the Personal Computer Utility Program. The Personal Computer Utility Program would be a method of upgrading the computer and technology equipment (including personal computers, mainframe computer, network equipment, keyboards, printers, etc.) and associated computer maintenance services at the Trial Courts through a long-term service agreement, instead of purchasing all of the equipment and then paying the annual maintenance costs for such equipment. The Trial Courts indicated that such equipment would free Court employees from administration, training and support duties so that they can focus on service delivery. The \$260,000 for the Personal Computer Utility Program was placed on reserve in the FY 1996-97 budget, pending approval by the City's Electronic Information Service Processing Committee (EISPC). EISPC has approved the Personal Computer Utility Program related to the DEC agreement and therefore, the Trial Courts are now requesting release of these funds (See Attachment I and Comment 2 for additional details).

On December 4, 1996, the Trial Courts submitted a supplemental appropriation (File 101-96-21) to the Budget Committee of the Board of Supervisors requesting \$1,066,500 of Court Special Revenue Fund monies to expand and improve the Trial Court's computer equipment, maintenance and management systems. Of the total \$1,066,500 supplemental appropriation request, \$493,100 was for one-time computer expenditures and \$573,400 was identified for additional funds for the Personal Computer (PC) Utility Program, for an ongoing and enhanced equipment and service maintenance contract with DEC.

At the December 4, 1996 Budget Committee meeting, the Budget Committee approved the \$493,100 of one-time computer expenses and continued to the Call of the Chair the remaining \$573,400 of the \$1,066,500 supplemental appropriation request, pending EISPC approval of the requested Personal Computer Utility Program and submission to the Board of Supervisors of a prioritized listing of the Trial Courts computer needs and related expenditure requests, for purposes of minimizing the Trial Courts current and future years' demands on the City's General Fund.

The proposed supplemental appropriation contains the same \$573,400 of the total \$1,066,500 that was previously requested in December, 1996 but was continued to the Call of the Chair.

**Comments:**

1. Two percent of all fines and forfeitures levied against criminal defendants and traffic violators are deposited by both the Municipal and Superior Courts into the Trial Courts' Special Revenue Fund, which is the source of funds for the proposed supplemental appropriation and the release of reserve. The current balance in the Court's Special Revenue Fund is estimated to be \$1,046,533. Therefore, if the proposed supplemental appropriation for \$573,400 is approved, this Special Fund would have a remaining balance of approximately \$473,133. According to the Trial Courts, an estimated \$130,000 is deposited into this Special Revenue Fund each year.
2. According to Ms. Kate Harrison of the Trial Courts, although EISPC approved the Personal Computer Utility Program, EISPC separated out the specific personal computer purchases for competitive bid from the rest of the Utility Program, which would be leased from DEC



without competitive bids. The DEC lease would be for the Trial Courts' mainframe computer, printers, network equipment, etc. Ms. Harrison reports that DEC was selected without competitive bids because the planned computer equipment was integral to existing DEC Trial Court equipment. The personal computers would be purchased or leased from DEC or from other vendors depending on the lowest competitive bid.

As reflected in the EISPC memo attached, the DEC Personal Computer Utility Program, excluding the specific personal computers, would cost an additional \$731,400 for the current fiscal year. The estimated cost of the personal computer equipment, which would be competitively bid is estimated to cost \$102,000 annually, over a period of seven years or a total of approximately \$714,000. Ms. Harrison reports that the competitive bidding for the personal computers should be completed during the Summer of 1997, at which time the Trial Courts will request the funds needed to fund their personal computer acquisition.

Therefore, \$102,000 of the proposed supplemental appropriation request of \$573,400 should be placed on reserve, pending the results of the competitive bids for the personal computers for the Trial Courts.

3. If the proposed funds are approved, the Trial Courts would enter into a seven-year service agreement (six years after the current year) with Digital Equipment Corporation (DEC) for the continuous upgrading of the technology and computer equipment and for the provision of ongoing maintenance and related services for the Trial Courts. According to Ms. Harrison, the funds for the Trial Courts future year payments to DEC would be part of future annual General Fund budget requests. As shown in Attachment II, the proposed Personal Computer Utility Program would be a seven-year service agreement, at a cost of approximately \$1.3 million per year, or a total cost of approximately \$9.1 million.

According to the Trial Courts, if all of this computer equipment and maintenance were to be purchased and maintained on a regular basis, instead of the proposed lease service agreement, it would cost a total of approximately \$15.9 million, rather than the estimated total cost of \$9.1 million over the seven year period. However, under the proposed lease agreement, the Trial



Court would not own any of this equipment at the end of the seven-year lease.

4. However, the Trial Courts indicate that they will be eliminating various existing computer equipment and maintenance expenditures, if the proposed DEC service agreement is approved, such that the additional General Fund cost to the Trial Courts would not be \$9.1 million. In response to the Budget Committee's request in December, 1996 for a prioritized listing of the Trial Courts' computer needs and related expenditure requests for purposes of minimizing the Trial Courts current and future year's demands on the City's General Fund, the Courts have provided Attachment III. According to Ms. Harrison, as shown in Attachment III, a comparison of the computer equipment and maintenance costs for FY 1996-97 with FY 1997-98 indicates that the total costs to the General Fund would increase from \$1,762,456 in FY 1996-97 to \$1,886,482 in FY 1997-98 or an estimated annual General Fund increase of \$124,000. Ms. Harrison reports that these costs would remain the same for the seven year term of the DEC agreement, with no additional costs for inflationary increases that would otherwise be included if the Trial Courts were to purchase the equipment directly from the vendor each year, rather than obtain the equipment under the proposed service agreement arrangements. Therefore, according to the Trial Courts, the additional costs to the General Fund would be approximately \$744,000 (\$124,000 per year x six years), despite the fact that the total cost of the proposed lease agreement, including the personal computer costs, will be \$9.1 million.

5. As reflected in Attachment III, the Trial Courts are currently expending \$501,170 for a lease with DEC. Under the proposed arrangements, the current lease would be eliminated and replaced with the proposed annual \$1.3 million expense, (including the costs for the personal computers), or an additional expense to the Trial Courts of \$798,830 (\$1.3 million less \$501,170 existing DEC lease). Since the FY 1996-97 budget includes \$260,000 on reserve, which is the subject of the proposed report, the Trial Courts need remaining funds of \$538,830 for the proposed request (\$798,830 FY 1996-97 expense less \$260,000 appropriated in FY 1996-97 budget). Given that the proposed supplemental appropriation request is for \$573,400 and that the Trial Courts costs would be \$538,830, the proposed supplemental appropriation should be reduced by \$34,570.

6. Approval of the proposed supplemental appropriation and release of reserve would significantly upgrade the computer systems and applications used by the Trial Courts. However, although the Trial Court indicates that this computer equipment would free Court employees from some existing administrative duties to focus on delivery of services, it would not result in any reductions of staff or actual cost savings for the Trial Courts. Furthermore, approval of the proposed legislation would increase annual General Fund expenses by an estimated \$124,000 for the next six years, or an overall total of \$744,000. Therefore, the Budget Analyst considers approval of the proposed items to be policy matters for the Board of Supervisors.

**Recommendations:** Approval of the proposed ordinance and release of reserve are policy matters for the Board of Supervisors.

If the supplemental appropriation ordinance is approved, (1) reduce the appropriation by \$34,570 from \$573,400 to \$538,830 as discussed in Comment 5 above and (2) reserve \$102,000 of the request, as discussed in Comment 2 above (File 101-96-21.1).

Attachment I



**CITY AND COUNTY OF SAN FRANCISCO**  
**ELECTRONIC INFORMATION PROCESSING STEERING COMMITTEE**

**Edward Harrington, Controller**  
**EIPSC Chair**

**MEMORANDUM**

DATE: April 10, 1997

TO: Ms. Kate Harrison, Trial Courts

FROM: Sandy Rosen, Ph.D., EIPSC Staff Consultant

SUBJECT: EIPSC 96PLN-11 FY 1996-97

The Electronic Information Processing Steering Committee (EIPSC) has reviewed the information submitted by the Department that defines the portion of the 1996-97 major project related to the purchase of Personal Computers and the portion related to DEC. EIPSC has approved the release of the "Reserve" formerly placed on the 1996-97 Three Year Information Master Plan that relates to DEC in the amount of \$731,400.

cc: Mary Fitzpatrick, Purchasing  
Debra Newman, Budget Analyst

Digital Equipment Corporation - Multivendor Customer Services  
PC Utility Services Agreement No. 6588298-A- continued

## ATTACHMENT "B"

SERVICE/PRODUCT SCHEDULE NO. 1Dated 28 June 1996

TO PC UTILITY SERVICES AGREEMENT No. 6588298-A, DATED AS OF 28 JUNE 1996  
BETWEEN DIGITAL EQUIPMENT CORPORATION AND THE CUSTOMER NAMED BELOW  
("CUSTOMER")

This Service/Product Schedule is issued pursuant to the PC Utility Services Agreement ("Agreement") described above between Customer and Digital, and will be governed by that Agreement.

A. Price and Terms. Customer agrees to pay \$325,000 (excluding taxes) quarterly in arrears for the PC Utility Services identified below for twelve (12) months commencing 1 October 1996. Thereafter, Customer agrees to pay \$1,300,000 (excluding taxes) annually in advance on 1 October of each of the remaining six (6) years of the Term.

The payment set forth herein assumes acceptance of the PC Utility Services and commencement of this Service/Product Schedule by 28 June 1996. In the event that the actual Commencement Date occurs later than 28 June 1996, the payment amount may be adjusted. In the case of such an adjustment, Digital shall notify Customer of the details of such adjustment, and advise Customer of the new payment amount due hereunder. Such written notice shall constitute an amendment to this Service/Product Schedule.

## B. Description of PC Utility Services

ITEM#	DESCRIPTION	QTY	LOCATION
	New Equipment to be ordered		
1	Venturis Pentium 5100 w/1.2GB HDD	200	McAllister St., San Francisco
	***assume installation in years 2 and 3***		
	8 MB SIMM upgrade	400	McAllister St., San Francisco
	15" Monitor	200	McAllister St., San Francisco
	LK450 Keyboard	200	McAllister St., San Francisco
	NIC Card	200	McAllister St., San Francisco
	Pathworks	200	McAllister St., San Francisco
	Pre-Loaded Windows95 & MS Office	200	McAllister St., San Francisco
	H/W Maintenance - 4 years	100	McAllister St., San Francisco
	H/W Maintenance - 5 years	100	McAllister St., San Francisco
-2	Celebris GL Pentium 133 w/1.2GB HDD	50	McAllister St., San Francisco
	***assume installation in years 2 and 3***		
	32 MB SIMM upgrade	50	McAllister St., San Francisco
	14" Monitor	50	McAllister St., San Francisco
	LK450 Keyboard	50	McAllister St., San Francisco
	NIC Card	50	McAllister St., San Francisco
	CD ROM Drive	50	McAllister St., San Francisco
	Pathworks	50	McAllister St., San Francisco
	Pre-Loaded Windows95 & MS Office	50	McAllister St., San Francisco
	H/W Maintenance - 4 years	25	McAllister St., San Francisco
	H/W Maintenance - 5 years	25	McAllister St., San Francisco

Digital Equipment Corporation - Multivendor Customer Services  
PC Utility Services Agreement No. 6588298-A- continued

3	DEClaser 3500, 12PPM LSR Printers	50	McAllister St., San Francisco
	***assume installation in years 2 and 3***		
	LN14 EMB Memory Upgrade	50	McAllister St., San Francisco
	H/W Maintenance - 4 years	25	McAllister St., San Francisco
	H/W Maintenance - 5 years	25	McAllister St., San Francisco
4	Network Equipment (Future)		McAllister St., San Francisco
	***assume installation in years 2, 3 & 4***		
	Wireless Access Points Rm 101/McAl.	52	
	Wireless ISA Cards	130	
	Wireless PCMCIA Cards	52	
	Port Rep/w NIC	200	
	GigaSwitch Chasis	1	
	4 Port SAS Card	1	
	DecHub 900 Backplane	6	
	DecSwitch 900 EF	6	
	DecRepeater 900	26	
	MIC/MIC Fiber Patch	12	
	Daughter Board	4	
	AGL Line Card	2	
	H/W Maintenance 6 years (33%)		
	H/W Maintenance 5 years (33%)		
	H/W Maintenance 4 years (33%)		
	EXISTING EQUIPMENT MAINTENANCE		
5	8200 Alpha 5/300 w/dual processors	2	
	Early Renewal of Schedule 9551557-003		
6	Existing PC Utility Equipment Maintenance		
	LP27 PRINTER	2	
	UPS POWER SUPPLY	1	
	POWER MAC 8500	2	
	LGO1 UPGRADE	1	
	VENTURIS 5100 90MHZ PENTIUM	6	
	17" MONITOR	6	
	32MB RAM	6	
	LK450 KEYBOARD	6	
	NIC	6	
	28.8 FAX MODEM	6	
	PATHWORKS	6	
	CD-ROM	6	
	ULTRA HINOTE	1	
	16MB UPGRADE	1	
	LK450 KEYBOARD	1	
	PATHWORKS	1	
	NIC	1	
	MULTI MEDIA	1	
	NYLON CASE	1	
	17" MONITOR	1	



Digital Equipment Corporation - Multivendor Customer Services  
PC Utility Services Agreement No. 6588298-A- continued

VENTURIS 486/DX4 100MHZ	100
17" MONITOR	100
LK450 KEYBOARD	100
NIC	100
PATHWORKS	100
CD-ROM	100
CINCOM S/W w/15 keys	1
SW 800 W/32GB DISK	1
Single Drive	2
Write Back Cache	2
CARTRIDGE	25
STORAGE SHELF	5
TZK60 TAPE DRIVE	1
ALPHA 200	2
PMDf MTA PERPETUAL LICENSE	1
TEAMLINKS ALL-IN 1	10
LINKWORKS CCMail	3
X.500	1
PRINTERS HP/PANASONIC	35
***NETWORK PROJECT***	
DECSwitch900EF	1
PORTSwitch 900TP	1
DEChub 900 Power Supply	1
GIGASwitch/FDDI chassis no P/S	1
GIGASwitch/FDDI SCP	1
GIGASwitch Power Supply	1
2 Port FDDI Line Card MMF	1
GIGASwitch 4 Port SAS UTP Card	1
FDDI/PCI SAS card for Turbo Laser	2
Power Cord	2
FDDI/FDDI Cable 10 meters	1
FDDI/PCI UTP card for Alpha 2100	1
Crossover cable for DEFPA-UA	3
GIGASwitch/FDII firmware doc.kit	1
Media & document distrib. service	1
DECrouter 90 single T1/E1standalone	4
DECRepeater 90T	1
V.35 Serial Interface Cable	4
TRANSLAN 335-2 PORT	2
TRANSLAN V.35	2
VT320 TERMINALS	45
Printers LA120-AA	13
Printers LN03-AA	3
200 TERMINAL SERVER	1
T CONNECTOR THINWIRE W/BT	21
TERMINATOR THINWIRE W/BT	21
RG58 THINWIRE CABLE PVC	21
ETHERNET IEEE802.3	4
10M IEEE802 PVC	1

Digital Equipment Corporation - Multivendor Customer Services  
PC Utility Services Agreement No. 6588298-A- continued

	10FT 6COND OVL DAT CBL MMJ	1	
	0FT 5COND OVL DAT CBL MMJ	2	
	MODEM US/CAN HOUS	2	
	LOCAL NETW INTER	1	
	ETHER MULTI REPTER	1	
	T CONNECTOR THINWIRE W/BT	8	
	TERMINATOR THINWIRE W/BT	8	
	RG58 THINWIRE CBL PBV	8	
	ETHERNET MULTI REPTER	4	
	LOCAL NETWRK INTER	1	
	ETHERNET IEEE 802.3	1	
7	Project Management services	2250 hrs	
8	Systems Integration services	1040 hrs	

Payment for 500 users equals: \$216 per month per seat

Apr-11-97 02:19A

Attachment III

Sheet13

SAN FRANCISCO TRIAL COURT 97/98 BUDGET				
SUB.OBJ.	BUDGET ITEM	96/97	97/98	DIFFERENCE
02911	DEC LEASE	\$ 501,170.00	\$ -	\$ (501,170.00)
	DEC HARD	\$ 60,000.00	\$ 70,000.00	\$ 10,000.00
	DEC SOFT	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00
	PCU	\$ 260,000.00	\$ 1,300,000.00	\$ 1,040,000.00
	WANG (MAIN)	\$ 77,880.00	\$ 25,000.00	\$ (52,880.00)
	WANG (PERI)	\$ 19,000.00	\$ 20,000.00	\$ 1,000.00
	OTHER	\$ 1,000.00	\$ -	\$ (1,000.00)
	CINCOM	\$ 172,515.00	\$ 172,515.00	\$ -
	ORACLE	\$ 75,000.00	\$ 75,000.00	\$ -
	NCR PRINTERS	\$ 6,000.00	\$ 6,000.00	\$ -
	RACAL	\$ 1,000.00	\$ 1,000.00	\$ -
	BMI	\$ 38,000.00	\$ 38,000.00	\$ -
	SEEK	\$ 10,000.00	\$ 4,513.20	\$ (5,486.80)
	CISCO	\$ 1,450.00	\$ 1,450.00	\$ -
	FAC. MONITORING	\$ 2,607.50	\$ 2,607.50	\$ -
	CMS	\$ 8,000.00	\$ -	\$ (8,000.00)
	BEI	\$ 1,000.00	\$ 500.00	\$ (500.00)
	USI-OVEREASY	\$ 1,825.00	\$ 996.88	\$ (828.12)
	LIGHTSPEED	\$ 1,600.00	\$ 1,299.75	\$ (300.25)
	VSCLOS/VSZAP	\$ 150.00	\$ -	\$ (150.00)
	FAMILY LAW	\$ 650.00	\$ -	\$ (650.00)
	EVIDENCE	\$ 925.00	\$ -	\$ (925.00)
	AGS	\$ 10,000.00	\$ 10,600.00	\$ 600.00
02911	TOTAL	\$ 1,479,772.50	\$ 1,769,482.33	\$ 489,709.83
NEW EQUIPMENT				
	RECEIPT PRINTERS(25)	\$	25,000.00	
	LAPTOPS(4)	\$	16,000.00	
	PRINTERS(76)	\$	76,000.00	
	TOTAL	\$	117,000.00	
	TOTAL	\$ 482,684.00	\$ 117,000.00	\$ (365,684.00)
GRAND TOTAL				
		\$ 1,782,456.50	\$ 1,886,482.33	\$ 124,025.83



Item 4 - File 93-97-8

**Department:** Department of Human Resources

**Item:** Ordinance implementing an agreement to amend the Staff Nurse and Per Diem Nurse Memorandum of Understanding between the City and the Service Employees International Union, Local 790, which expires June 30, 1997, and agree to certain terms and conditions of employment to be incorporated into any successor agreement to take effect on July 1, 1997.

**Description:** In March of 1995, the Board of Supervisors adopted resolutions approving and implementing the Staff Nurse and Per Diem Nurse Memorandum of Understanding (MOU) between the City and the Service Employees International Union (SEIU), Local 790 (Files 93-95-1 and 103-95-2 respectively) which was to expire April 30, 1996. Two of the fiscal provisions affecting the classifications covered<sup>1</sup> in the MOU included a two percent wage increase in FY 1995-96, and a two percent increase of the City's share of retirement "pick up" effective July 1, 1995.

In July of 1995, the Board of Supervisors approved amendments to that MOU which waived the FY 1995-96 two percent wage increase and the two percent retirement "pick up" for Classification 2830 Public Health Nurse (File 93-95-49). This amendment specified that for the purposes of negotiations for a FY 1996-97 MOU, the two percent wage increase and the two percent retirement "pick up" would be reinstated for Classification 2830 Public Health Nurses.

However, in March of 1996, the Board of Supervisors approved an ordinance extending the period of the previously amended MOU from May 1, 1996 through June 30, 1997 (File 93-95-1.1). Subsequently, the Human Resources Department and SEIU, Local 790 disagreed on whether or not the ordinance should result in granting the two percent retirement "pick up" and two percent wage increase. On July 29, 1996, SEIU, Local 790 filed a grievance regarding the failure of the City to implement the two percent wage increase and the two percent retirement "pick up" on July 1, 1996.

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<sup>1</sup> SEIU Local 790 represents regularly scheduled Staff Nurses and Per Diem Nurses in the following classifications: 2320, 2323, 2330, 2340, 2830, 2328, and P103.



This proposed ordinance would amend the existing Fiscal Year 1996-97 MOU, which is to expire on June 30, 1997, (1) to provide approximately 75 Public Health Nurses reimbursement equivalent to two percent of gross salary, less applicable Federal and State Income Taxes, for retirement "pick up"<sup>2</sup> paid by these employees in FY 1996-97, and (2) to provide for a one-time only lump sum payment equal to two percent of gross salary earned in FY 1996-97, less applicable Federal and State Income Taxes.

In addition to amending the current MOU, the proposed ordinance would provide that the following pay scale changes be incorporated into the successor MOU, which is scheduled to become effective July 1, 1997:

- Four new salary steps would be added at the bottom of the current Classification 2830 Public Health Nurse salary schedule so the salary steps correspond to steps one through four of the current salary schedule of Classification 2320 Registered Nurse.
- Current steps one and two of the Classification 2830 Public Health Nurse salary schedule would be revised so that they are the same as steps five and six of the Classification 2320 Registered Nurse salary schedule.
- Current salary steps three through six for Classification 2830 Public Health Nurse would become steps seven through 10, but the pay rates for the top four steps of the range would remain unchanged.

According to the proposed ordinance, any future salary increases for Classification 2320 Registered Nurse would automatically increase the first six steps of Classification 2830 Public Health Nurse, so that the first six steps of both classes would remain identical.

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<sup>2</sup> According to Ms. Villagomez, the two percent retirement contribution paid by Public Health Nurses in FY 1996-97 is equivalent to two percent of gross salary. Therefore, the proposed ordinance provides for a reimbursement amount equal to two percent of gross salary.

The above changes would result in a 10 step salary pay scale for Classification 2830 Public Health Nurse, as follows:

Current Pay Scale Classification 2830 <u>Public Health Nurse</u>		Proposed Pay Scale Classification 2830 <u>Public Health Nurse</u>	
<u>Step</u>	<u>Bi-Weekly Salary</u>	<u>Step</u>	<u>Bi-Weekly Salary</u>
1	\$2,199	1	\$1,942
2	2,309	2	2,009
3	2,424	3	2,075
4	2,545	4	2,140
5	2,672	5	2,205
6	2,752	6	2,271
		7	2,424
		8	2,545
		9	2,672
		10	2,752

A new MOU for Fiscal Year 1997-98, beginning on July 1, 1997, has not yet been finalized.

**Comments:**

1. The Controller's Office estimates that approval of the two percent retirement "pick up" equivalent to two percent of gross salary earned in Fiscal Year 1996-97, and the one-time lump sum payment equal to two percent of gross salary earned in Fiscal Year 1996-97, for the approximately 75 Classification 2830 Public Health Nurses under the existing Fiscal Year 1996-97 MOU, which expires June 30, 1997, would result in a cost increase to the City of approximately \$220,000 (see Attachment). The Budget Analyst concurs with the Controller's estimate.

2. Mr. Matthew Hymel of the Controller's Office reports that the proposed pay scale changes for Classification 2830 would result in some savings, due to lower entry level salaries, but that such savings cannot be estimated at this time.

3. According to Ms. Alice Villagomez of HRD, upon the approval of the proposed ordinance, SEIU, Local 790 would withdraw the grievance filed on July 29, 1996.

4. According to Ms. Villagomez, the successor MOU, scheduled to become effective July 1, 1997, will be submitted by the HRD for approval by the Board of Supervisors under separate legislation.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Attachment

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

Edward Harrington  
ControllerJohn W. Madden  
Chief Assistant Controller

April 10,1997

Mr. John L. Taylor, Clerk of the Board  
Board of Supervisors  
401 Van Ness Avenue  
San Francisco, CA 94102

RE: Local 790, Staff and Per Diem Nurses, MOU amendments

Dear Mr. Taylor:

In accordance to Ordinance 92-94, I am submitting a cost analysis of the Memorandum of Understanding (MOU) amendment between the City and County of San Francisco and Local 790, Staff and Per Diem Nurses.

This MOU amendment includes a 2% retroactive retirement pick-up and a one-time payment equal to 2% of the current salary of all Public Health Nurses. These provisions would apply to about 75 city employees and result in a cost increase of approximately \$220,000.

If you have any additional questions or concerns please contact John Madden at 554-7500.

Sincerely,

A handwritten signature in dark ink, appearing to read 'E. Harrington', written over the printed name and title.  
Edward M. Harrington  
Controller

Attachment

cc: Vicki Rambo, ERD  
Harvey Rose, Budget Analyst

Item 5 - File 93-97-9

**Department:** Department of Human Resources

**Item:** Ordinance adopting and implementing an amendment to the Memorandum of Understanding (MOU) between the Deputy Sheriff's Association (DSA) and the City and County of San Francisco effective July 1, 1997 through June 30, 1998.

**Description:** The proposed ordinance, effective for a one-year period from July 1, 1997 through June 30, 1998, would amend the existing MOU between the City and the DSA to provide a premium of \$75 bi-weekly to members of the DSA who are assigned to canine duty as compensation for the average time authorized and expended in the exercise, care, feeding, grooming, and training of the officer's assigned dog. The ordinance also provides that members assigned to canine duty shall receive \$100 per month for dog-related expenses (dog food and other items). Ms. Alice Villagomez of the Department of Human Resources advises that the proposed premium is identical to that received by officers assigned to canine duty in the Police Department.

According to Undersheriff Walter Thomas of the Sheriff's Department, currently there are no dogs in use in the Sheriff's Department. However, if the proposed amendment to the MOU between the DSA and the City is approved, the Sheriff's Department plans to assign one officer to canine duty and obtain one dog for use in the attempt to eliminate drugs from the premises throughout the City's jails.

The Controller's Office estimates that the premium of \$75 biweekly plus fringe benefits and \$100 per month for dog-related expenses for one employee will result in annual increased costs to the City of \$3,200. The Budget Analyst concurs with the Controller's estimate of the costs of this proposed ordinance.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.





Item 6 - File 93-97-10

**Department:** Department of Human Resources

**Item:** Ordinance implementing the provisions of a Memorandum of Understanding (MOU) between the San Francisco Interns and Residents Association (SFIRA) and the City and County of San Francisco retroactively for the period December 1, 1996 through November 30, 1998.

**Description:** In December 1990 the Board of Supervisors approved a Memorandum of Understanding (MOU) between the San Francisco Interns and Residents Association and the City effective from July 1, 1990 through June 30, 1993 which was subsequently extended through November 30, 1996. This proposed ordinance would again extend the provisions of the existing MOU for a two-year period, retroactively effective from December 1, 1996 through November 30, 1998. The MOU covers interns and residents employed at San Francisco General Hospital (SFGH).

The SFIRA represents 202 employees, many of whom work less than full time for the City, in the following classifications:

<u>Class</u>	<u>Position Title</u>	<u>Number of Positions</u>
2273	Post M.D. I	51
2275	Post M.D. II	58
2277	Post M.D. III	43
2279	Post M.D. IV	21
2281	Post M.D. V	12
2283	Post M.D. VI	<u>17</u>
Total Positions		202

Residents and Interns are enrolled in various University of California (UC) post-doctoral training programs. For all or part of these programs, they are assigned to work at SFGH for varying lengths of time, under the supervision of their training programs director and the Chief of Service at SFGH.

On May 8, 1990, the City entered into a Settlement Agreement with the SFIRA in order to resolve a longstanding dispute regarding the employment status of the Residents and Interns serving at SFGH. Under this Settlement Agreement, the UC has direct control of the wages, benefits, vacation, hours, scheduling, supervision, hiring, selection, assignment and discipline of Residents and Interns. In addition, UC has direct control of all academic matters and

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

medical decisions regarding patient treatment and assignment of work.

However, Residents and Interns working at SFGH are employees of the City. As such, the City has the responsibility for issuing paychecks at salary amounts set by UC and/or the Settlement Agreement, as applicable, and other conditions of employment not specifically retained by UC. This subject MOU pertains only to those conditions of employment which remain under the direct control of the City.

The proposed resolution would extend the existing MOU for an additional two years through November 30, 1998 and would not change any other condition of employment of the Interns and Residents at SFGH.

Working conditions under the existing MOU, which would continue under the proposed MOU and involve direct fiscal impact to the City, include, but are not limited to, the following:

1. The City agrees to fund one 1440 Medical Transcriber Typist position for the purposes of handling transcription services for out-patients.
2. SFGH will provide and maintain a lounge in the main Hospital for the exclusive use of the Residents and Interns.
3. SFGH and the Union agree to maintain laboratories used by Residents and Interns in good condition and properly equipped.
4. SFGH agrees to provide Interns and Residents with meal cards good for breakfast and dinner when working at SFGH. In addition, meal passes for lunch will be provided for Residents and Interns working on weekends when on-call.
5. SFGH agrees to provide uniforms and laundry services for such uniforms free of charge to Residents and Interns.
6. SFGH agrees to provide and maintain sleep quarters for Residents and Interns who are on-call.
7. Residents and Interns who are assigned to "designated bilingual positions" shall be paid additional compensation per the Salary Standardization Ordinance.

**Comments:**

1. The Controller's Office reports that the two year extension will not result in any increased cost to the City but will simply continue the same level of funding under the existing MOU. The Budget Analyst concurs with the Controller's Office.
2. The subject ordinance states that the ordinance implementing the provisions of the MOU between the SFIRA and the City is for the period November 30, 1996 through November 30, 1998. However, the previously approved ordinance implementing the provisions of the MOU between the SFIRA and the City was for the period through November 30, 1996. Therefore the subject ordinance should be amended to state that the term of the subject ordinance is for the period December 1, 1996 through November 30, 1998.

- Recommendations:**
1. Amend the proposed ordinance in accordance with Comment No. 2.
  2. Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Memo to Finance Committee  
April 16, 1997 Finance Committee Meeting

Items 7 through 26 - Files 93-97-11, 93-97-12, 93-97-13, 93-97-14, 93-97-15, 93-97-16, 93-97-17, 93-97-18, 93-97-19, 93-97-20, 93-97-21, 93-97-22, 93-97-23, 93-97-24, 93-97-25, 93-97-26, 93-97-27, 93-97-28, 93-97-29, 93-97-30

**Department:** Human Resources Department

**Item:** **Item 7, File 93-97-11:** Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 8, File 93-97-12:** Ordinance implementing the provisions of a Memorandum of Understanding between the Building Inspectors Association and the City and County of San Francisco for 6334 Chief Building Inspectors for the period July 1, 1997 through June 30, 2001.

**Item 9, File 93-97-13:** Ordinance implementing the provisions of a Memorandum of Understanding between the Bay Counties District Council of Carpenters, Local 22 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 10, File 93-97-14:** Ordinance implementing the provisions of a Memorandum of Understanding between the Cement Masons Union, Local 580 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 11, File 93-97-15:** Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Electrical Workers, Local 6 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 12, File 93-97-16:** Ordinance implementing the provisions of a Memorandum of Understanding between the Glaziers, Architectural Metal and Glass Workers, Local 718 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 13, File 93-97-17:** Ordinance implementing the provisions of a Memorandum of Understanding between the San Francisco Institutional Police Officers Association and the City and County of San Francisco for the period

**BOARD OF SUPERVISORS**  
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July 1, 1997 through June 30, 2001.

**Item 14, File 93-97-18:** Ordinance implementing the provisions of a Memorandum of Understanding between the International Alliance of Theatrical Stage Employees and Moving Motion Picture Machine Operators of the United States and Canada, Local 16 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 15, File 93-97-19:** Ordinance implementing the provisions of a Memorandum of Understanding between the Ironworkers-Bridge, Structural Ornamental and Reinforced, Local Union 377 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 16, File 93-97-20:** Ordinance implementing the provisions of a Memorandum of Understanding between the Laborers International Union of North America, Local 261 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 17, File 93-97-21:** Ordinance implementing the provisions of a Memorandum of Understanding between the Peninsula Automotive Mechanics Lodge, No. 1414, International Association of Machinists & Aerospace Workers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 18, File 93-97-22:** Ordinance implementing the provisions of a Memorandum of Understanding between the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, AFL-CIO and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 19, File 93-97-23:** Ordinance implementing the provisions of a Memorandum of Understanding between the Operating Engineers, Local 3 bargaining on behalf of Supervising Probation Officers and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 20, File 93-97-24:** Ordinance implementing the provisions of a Memorandum of Understanding between the International Brotherhood of Painters and Allied Trades, Local 4 and the City and County of San Francisco

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

for the period July 1, 1997 through June 30, 2001.

**Item 21, File 93-97-25:** Ordinance implementing the provisions of a Memorandum of Understanding between the Pile Drivers, Divers, Carpenters, Bridge, Wharf & Dock Builders, Local Union No. 34 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 22, File 93-97-26:** Ordinance implementing the provisions of a Memorandum of Understanding between the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local Union No. 38 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 23, File 93-97-27:** Ordinance implementing the provisions of a Memorandum of Understanding between the Plasterers and Shophands, Local 66 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 24, File 93-97-28:** Ordinance implementing the provisions of a Memorandum of Understanding between the Roofers, Local 40 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 25, File 93-97-29:** Ordinance implementing the provisions of a Memorandum of Understanding between the Sheet Metal Workers International Union, Local 104 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Item 26, File 93-97-30:** Ordinance implementing the provisions of a Memorandum of Understanding between the Bricklayers, Stone Masons, Terrazza Mechanics, Marble Masons, Pointers, Caulkers and Cleaners, Local 3/Hodcarriers, Local 36 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Description:**

The proposed ordinances would ratify and implement the provisions of the Memoranda of Understanding (MOUs) between the above-noted unions and the City, covering 2,585 employees. The term of the MOUs is July 1, 1997 through June 30, 2001.

**BOARD OF SUPERVISORS**  
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Ms. Alice Villagomez of the Human Resources Department (HRD) states that the HRD negotiated essentially the same provisions for all of the above-noted unions, which are known as the "Crafts Coalition." Certain internal adjustments to wages related to the Institutional Police Officer MOU (File 93-97-17), the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry (File 93-97-26) and the Roofers (File 93-97-28) are described later in this report.

The following major provisions are included in all of the above-noted MOUs:

Wage Increases

Ms. Villagomez reports that the last time that the subject employees received a wage increase was in 1992, although a legal settlement in 1994 provided them with one-time payments of 25 percent of the scheduled wage increase that the employees would have received in FY 1994-95, based on the Salary Standardization Ordinance. Under the proposed MOUs, the subject employees would receive wage increases two times per year, over the four year term of the MOUs as follows:

<u>Date</u>	<u>Wage Increase</u>
July 1, 1997	2.0%
December 27, 1997	1.5%
July 1, 1998	2.0%
December 26, 1998	1.5%
July 1, 1999	2.0%
December 25, 1999	1.5%
July 1, 2000	2.0%
January 6, 2001	1.5%

Retirement Benefits

According to Ms. Villagomez, the existing MOUs, as amended during FY 1995-96, already provide for full City pickup of retirement contributions. The proposed MOUs would not change the retirement benefits. However, the MOUs state that the agreements can be reopened if the City Charter is amended to enable the City and the unions to arbitrate retirement benefits.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

### Health Benefits

The proposed MOUs would not change the existing health benefits provided to the subject union employees. However, the proposed MOUs state that if the City reaches agreements with other unions representing a total of at least half of all City employees to increase the City's pickup of the cost of health coverage for employees, then such increase would be extended to the subject MOUs contained in this report. Ms. Villagomez advises that the City's MOUs with the Police Officers and the Firefighters already provide full City payment of employees' health benefit costs. Furthermore, Ms. Villagomez states that the HRD is currently negotiating on this matter with the Service Employees International Union (SEIU) and Local 21, although no agreements have been finalized. Therefore, such increased City pickup of health benefits may be added to the subject MOUs at some time in the future. (See Comment No. 1.)

### Benefits for Employees on Unpaid Status

The proposed MOUs contain a new clause that would terminate City payment of employee health and dental payments after an employee has been on unpaid leave for 12 continuous weeks.

### Lead Worker Pay & Acting Assignment Pay

According to Ms. Villagomez, the proposed MOUs clarify that employees who temporarily work in a higher classification will receive a premium for the acting assignment, but will not also be entitled to receive any premium paid to the "lead workers." In other words, employees will not be eligible to receive both Lead Worker Pay and Acting Assignment Pay.

### Incorporation of Past Practices into MOUs

The proposed MOUs contain a clause (known as the "zipper clause," which provides that the City and the subject unions will meet, subsequent to approval of the MOUs, to enumerate all working conditions and work rules that have been in practice for at least one year, and are appropriate for inclusion in the MOUs. The enumerated working conditions and work rules will be submitted to the Board of Supervisors for approval and will be incorporated as an

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



attachment to the MOUs. Any past practices which are not specifically enumerated and included in the MOUs will no longer be enforceable.

The City and the unions would be required to submit any disputes regarding past practices to binding arbitration by January 1, 1998, unless either party requests an extension of up to three months. Although the MOUs contain this deadline for completion of negotiations between the unions and the City regarding past practices and submission of any remaining disputes to arbitration, the MOUs do not contain a deadline for submission of the resulting enumeration of working conditions and work rules to the Board of Supervisors for approval.

#### Apprenticeship Program

The proposed MOUs state that the City and the unions agree to meet to discuss the development of apprenticeship programs. Each MOU identifies specific journey-level classifications that would be eligible for an apprenticeship program. Journey-level classifications currently require completion of an apprenticeship program prior to hiring. Under the apprenticeship programs, a proportion of the authorized positions in the identified classification (to be determined in the City/union meetings, with new apprentice classes approved by the Civil Service Commission) could be filled by persons who would be part of a City apprenticeship program.

The entry salary step of the apprentice program would be at least 40 percent below the top step of the journey-level classification. Ms. Villagomez states that, in practice, journey-level classifications enter at the top step, so the entry salary for the apprenticeship program would be 40 percent below the salary that the City would otherwise pay for a beginning journey-level classification. According to Ms. Villagomez, the apprenticeship programs would typically last for approximately four years. By the time that an apprentice completes the program and becomes a journey-level employee, he or she would have received annual step increases and be eligible to receive the full journey-level salary.

The MOUs provide that the parties must complete negotiations regarding the establishment of apprenticeship programs by no later than December 31, 1997, and that the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



City will be able to hire apprentices no later than April 1, 1998.

Internal Adjustments

Ms. Villagomez states that the HRD agreed to certain internal adjustments to provide for appropriate wage differentials between certain classifications and subordinate classifications. Ms. Villagomez states that the internal adjustments described below bring the respective wage schedules in line with differentials provided by comparable occupations throughout the City.

<u>MOU</u>	<u>Classification</u>	<u>Percent Increase Provided July 1, 1997 Over Base Salary for Internal Adjustment</u>
Institutional Police	8205 Institutional Police Sergeant	6%
Institutional Police	8206 Institutional Police Captain	6%
Institutional Police	9209 Institutional Police Lieutenant	6%
Plumbers	7136 Water Shops and Equipment Superintendent	8.5%
Roofers	9344 Roofer Supervisor I	4.5%

**Fiscal Impact:** The increased annual salary and fringe benefit costs above Fiscal Year 1996-97 to the City as estimated by the Controller's Office for implementation of the Crafts Coalition MOUs are summarized as follows:

	<u>FY 1997-98</u>	<u>FY 1998-99</u>	<u>FY 1999-2000</u>	<u>FY 2000-01</u>
Controller's Estimate of Increased Cost Due to Salary Increases for Crafts Coalition	\$4,146,722	\$5,446,003	\$5,613,392	\$5,809,860
Annualized Percentage of Salary and Fringe Increases	3.2 percent	4.1 percent	4.1 percent	3.9 percent

The attachment to this report shows the Controller's breakdown of the estimated increased salary costs for each MOU in the Crafts Coalition. The total estimated cumulative costs for Fiscal Year 1997-98 through Fiscal Year 2000-01 would be \$49,961,541.

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The Controller states that the apprenticeship programs to be created under the proposed MOUs will result in cost savings. Such cost savings would, according to the Controller, largely depend on how the program is administered and the level of attrition within each of these units. The Controller states that, since both of these factors are difficult to quantify, his office has not projected a specific amount of cost savings related to the apprenticeship programs.

**Comment:**

The Budget Analyst estimates that, if full City pickup of health premiums for the union employees is added to the subject MOUs at a later date (see Health Benefits section previously described), the annual increased cost to the City related to these subject MOUs will total up to \$657,818. This estimate is based on the difference between the City (employer) payment for employee health premiums that will be in effect starting July 1, 1997 according to Charter provisions, and the monthly premium costs for FY 1997-98 for the City Health Plan, which has the highest premium of the health plans available to the subject employees. Employees currently pay this difference, if any exists for the City Health Plan. This differential which is \$9.75 per pay period according to Ms. Villagomez, was applied to the 2,585 employees covered by the Crafts Coalition MOUs.

**Recommendation:**

Approval of the proposed ordinances is a policy decision for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Edward Harrington  
ControllerJohn W. Madden  
Chief Assistant Controller

April 9, 1997

Mr. John L. Taylor, Clerk of the Board  
Board of Supervisors  
401 Van Ness Avenue  
San Francisco, CA 94102

RE: Crafts Coalition, MOUs for 1997-98 through 2000-01

Dear Mr. Taylor:

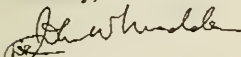
In accordance with Ordinance 92-94, I am submitting a cost analysis of the Memoranda of Understandings for the Crafts Coalition for fiscal years 1997-98 through 2000-01. This ordinance affects approximately 2,600 employees with a salary base of approximately \$130 million.

Based on a salary increase of 2% on July 1st and an additional mid-year increase of 1.5% for the next four years, the Craft Coalition MOUs would result an incremental cost increase of about \$4.1 million in 1997-98, \$5.4 million in 1998-99, \$5.6 million in 1999-2000 and \$5.8 million in 2000-01. Please refer to Attachment A for specific cost estimate for each bargaining unit over the four years.

Although the exact amount of cost savings cannot be determined at this time, the apprenticeship programs created by these MOUs will result in cost savings which would offset a portion of the above cost estimates. The extent of savings will largely depend on how the program is administered and the level of attrition within each of these units. Since both of these factors are difficult to quantify, we have not determined a specific amount in our cost figures. Once implemented, we would be happy to report back to the Board on the amount of cost savings attributable to these apprenticeship programs.

If you have any additional questions or concerns please contact John Madden at 554-7500.

Sincerely,

  
Edward M. Harrington  
Controller

Attachment

cc: Vicki Rambo, ERD  
Harvey Rose, Budget Analyst

Attachment A  
Crafts Coalition  
Incremental Cost by Fiscal Year  
Controller's Office  
9-Apr-97

<u>UNION / LOCAL TITLE</u>	<u># of employees</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>2000-01</u>
(All of the following bargaining units will receive 2% on July 1 and 1.5% mid-year for the next four years)					
SUPERVISING PROBATION OFFICERS	10	18,299	24,032	24,771	25,638
LOCAL 3, OPERATING ENGINEERS	62	112,253	147,425	151,956	157,275
LOCAL 4, PAINTERS	80	123,933	162,765	167,768	173,640
LOCAL 6, ELECTRICAL WORKERS	634	1,119,075	1,469,711	1,514,884	1,567,905
LOCAL 3, BRICK LAYERS	7	11,253	14,779	15,234	15,767
LOCAL 16, THEATRICAL STAGE EMPLOYEES	3	5,333	7,004	7,219	7,472
LOCAL 34, PILE DRIVERS	15	26,948	35,391	36,479	37,756
LOCAL 36, HOD CARRIERS	7	9,964	13,086	13,489	13,961
LOCAL 38, PLUMBERS	290	560,323	735,888	758,506	785,054
LOCAL 40, ROOFERS	8	12,480	16,390	16,894	17,485
LOCAL 66, PLASTERERS	1	1,857	2,438	2,513	2,601
LOCAL 104, SHEET METAL WORKERS	38	75,405	99,032	102,076	105,648
LOCAL 1414, MACHINISTS	378	608,050	798,568	823,113	851,922
LOCAL 22, CARPENTERS	83	144,026	189,153	194,967	201,791
LOCAL 261, LABORERS INTERNATIONAL	851	1,089,823	1,431,295	1,475,287	1,526,922
LOCAL 377, IRON WORKERS	13	21,613	28,385	29,258	30,282
LOCAL 580, CEMENT MASONS	24	35,269	46,319	47,743	49,414
LOCAL 718, GLAZIERS	7	11,910	15,642	16,123	16,687
SF BLDG. INSPECTORS, CLASS 6334	5	13,134	17,249	17,780	18,402
SF BLDG. INSPECTORS, CLASSES 6331 & 6333	56	122,810	161,290	166,248	172,066
SFIPOA, INSTITUTIONAL POLICE OFFIC ASSOC	15	22,964	30,159	31,086	32,174
<b>Totals</b>	<b>2,585</b>	<b>4,146,722</b>	<b>5,446,003</b>	<b>5,613,392</b>	<b>5,809,860</b>
<b>Annual Amount Above 1996-97</b>		<b>4,146,722</b>	<b>9,592,725</b>	<b>15,206,117</b>	<b>21,015,977</b>
<b>Cumulative Total Above Current Provisions</b>					<b>49,961,541</b>
<b>Annual Percentage of Salary Base</b>		<b>3.2%</b>	<b>4.1%</b>	<b>4.1%</b>	<b>3.9%</b>

Item 27 - File 93-97-31

**Department:** Department of Human Resources

**Item:** Ordinance adopting and implementing an amendment to the Memorandum of Understanding (MOU) between the Municipal Attorney's Association and the City to increase salaries for the period July 1, 1997 through June 30, 1998.

**Description:** The proposed ordinance, effective for a one year period from July 1, 1997 to June 30, 1998, would amend the existing MOU between the City and the Municipal Attorneys Association to increase salaries as follows:

- Effective July 1, 1997, a salary increase of 2 percent
- Effective December 27, 1997, a salary increase of 1 percent

The Municipal Attorney's Association represents 297 FTE employees in the following classifications:

<u>Class</u>	<u>Position Title</u>	<u>Number of FTEs</u>
8162	Rent Board Hearing Officer	5
8174	Attorney	29
8176	Trial Attorney	58
8178	Senior Attorney	59
8180	Principal Attorney	88
8181	Assistant Chief Attorney I	12
8162	Head Attorney	40
8183	Assistant Chief Attorney II	4
8190	Attorney, Tax Collector	1
8193	Chief Attorney	<u>1</u>
	Total	297

The Controller's Office estimates that these two salary increases will result in increased costs to the City of \$780,000 for salaries and fringe benefits in FY 1997-98 and ongoing annual costs of \$940,000 for salaries and fringe benefits because of partial year implementation of the second wage increase. The Budget Analyst concurs with the Controller's estimates of the costs of this proposed amendment.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 28 - File 93-97-32

**Department:** Department of Human Resources

**Item:** Ordinance fixing the schedules of compensation levels and establish working schedules and conditions of employment for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of Section A 8.409 of the Charter, in classes not represented by an employee organization, and establishing working schedules and conditions of employment.

**Description:** The proposed ordinance would fix compensation levels and establish working schedules and conditions of employment for approximately 600 unrepresented employees of the City and County. Over one-third of unrepresented employees fall under the Classification 1360 through 1377, Special Assistant I-XVIII. These Special Assistant positions are spread throughout various City departments. The proposed ordinance is for a one-year period from July 1, 1997 through June 30, 1998. The major fiscal provisions included under this ordinance for the period July 1, 1997 through June 30, 1998, are as follows:

**Salary Increases:**

- Effective July 1, 1997, a salary increase of 1.5 percent
- Effective December 27, 1997, a salary increase of 1.5 percent

The Controller's Office estimates that these two salary increases will result in increased costs to the City in FY 1997-98 of \$830,000 for salaries plus related fringe benefits and ongoing annual costs of \$1.1 million because of partial year implementation of the second wage increase.

**Bilingual Pay**

Employees in positions designated as a "Bilingual Positions" shall receive an additional \$35 in each pay period when bilingual duties (foreign language or sign language) are performed for five hours or more in each week. This premium was not provided under the previously approved ordinance fixing the schedules of compensation levels and establishing working schedules and conditions of employment for unrepresented employees in FY 1996-97. The Controller's Office estimates that this will result in negligible increased costs to the City in FY 1997-98 because only a small number of employees will be affected by this provision.

### Wage Differentials

For FY 1997-98, wage differentials for Project Manager classifications over their related professional engineering classifications shall be as follows:

<u>Project Manager</u>	<u>Engineering Classification</u>	<u>Current 1996-97 Wage Differential</u>	<u>Proposed 1997-98 Wage Differential</u>
5502 Project Manager I	5206 Associate Civil Engineer	1.6%	7%
5504 Project Manager II	5208 Civil Engineer	1.6%	7%
5506 Project Manager III	5210 Senior Civil Engineer	4.1%	10%
5508 Project Manager IV	5212 Principal Engineer	7.8%	10%

In addition, effective July 1, 1997, the proposed ordinance mandates an adjustment to Class 2742 General Services Supervisor at S.F. General Hospital to establish a 5 percent wage differential above Class 2586 Health Worker II.

The Controller's Office estimates that the adjustments to wage differentials described above will result in minimal increased costs to the City in FY 1997-98 because there are approximately only seven employees in the affected classifications.

### Salary Step Plan and Salary Adjustments

Employees who successfully complete six months of probationary or permanent employment and are receiving a salary equal or above the entrance step of the classification they are being promoted to shall receive a salary adjustment two steps higher than they are currently earning. In FY 1996-97 the salary adjustment was one step higher than their current pay.

Those employees who are earning a salary less than the entrance step of the salary range of the classification the employee is being promoted to shall receive a salary adjustment of 7.5 percent above the salary received in the class from which the employee is promoted. In FY 1996-97, the salary adjustment was 5 percent.

The Controller's Office estimates that the changes to the salary step plan and salary adjustments will result in minimal increased costs to the City in FY 1997-98 because only a small number of employees will be affected by these provisions.

### BOARD OF SUPERVISORS BUDGET ANALYST

**Fiscal Impact  
Summary:**

In summary, the Controller estimates that the proposed ordinance would result in an increase of \$830,000 for salaries plus related fringe benefits in FY 1997-98 and ongoing annual costs of \$1.1 million because of partial year implementation of the second wage increase. As noted above, the Controller estimates that the provisions concerning Bilingual Pay, Wage Differentials, Salary Step Plan and Salary Adjustments will result in minimal increased costs to the City in FY 1997-98 because only a small number of employees will be affected by each of these provisions.

**Comment:** The Budget Analyst concurs with the Controller's estimate of the costs of this proposed ordinance.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.





Item 29 - File 93-97-33

**Department:** Human Resources Department

**Item:** Ordinance implementing the provisions of Memorandum of Understanding between the Probation Officers Association represented by Teamsters Local 865 and the City and County of San Francisco for the period July 1, 1997 through June 30, 2001.

**Description:** The proposed ordinance would ratify and implement the provisions of the Memorandum of Understanding (MOU) between the Probation Officers Association, Teamsters Local 856, and the City. The term of the MOU is July 1, 1997 through June 30, 2001, or a period of four years.

Reclassification of Class 8442 and Class 8440 into a "Deep Class"

The proposed MOU covers Class 8440 Probation Officers and Class 8442 Senior Probation Officers. Under the proposed MOU, however, these two classes would be reclassified, pending final Civil Service Commission approval, into a new single, deep class of Deputy Probation Officer. Mr. John Figone of the HRD states that a deep class is a class that contains more than the usual five steps. The proposed new Deputy Probation Officer class would have ten steps. Employees in the existing classes would be reclassified into the appropriate step in the new class according to their seniority.

Mr. Figone states that the purposes of creating such a deep class are (1) to provide promotional opportunities for Probation Officers without requiring them to wait for a period of years between promotional exams; (2) to enable the City to adequately compensate employees with lengthy tenure, and to hire entry level employees at a lower rate of pay than is currently provided under the existing wage schedule for Probation Officers; and (3) to reduce the number of classes in accordance with HRD goals.

Mr. Figone states that the wage schedule for the proposed new class of Deputy Probation Officer starts two steps below the current entry level step for 8440 Probation Officers. Mr. Figone states that the top, or tenth, step is five percent higher than the current top step for 8442 Senior Probation Officers.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The present employees who will be reclassified to a Deputy Probation Officer step with a higher salary than their current salary would receive the new, higher salary starting July 1, 1997. Employees who are reclassified to a Deputy Probation Officer step with a lower salary than their current salary would retain their current salary until they are eligible for the next step.

#### Wage Increases

Under the proposed MOU, the subject employees in the new Deputy Probation Officer classification would receive a 2.25 percent wage increase on July 1, 1999, and another 2.25 percent wage increase on July 1, 2000.

According to Mr. Figone, the other significant changes to the proposed MOU are the same as those included in the Crafts Coalition (Items 7 through 26, Files 93-97-11 through 93-97-30), with the exception of adjustments to interpreter - translator pay and night duty that are described later in this report. The major provisions that are the same as those included in the Crafts Coalition MOUs are as follows:

#### Retirement Benefits

The proposed MOU would not change retirement benefits, but it states that the agreement can be reopened if the City Charter is amended to enable the City and the unions to arbitrate retirement benefits.

#### Health Benefits

The proposed MOU would not change the existing health benefits provided to the subject union employees. However, the agreement states that if the City reaches agreements with other union representing a total of at least half of all City employees to increase the City's pickup of the cost of health coverage for employees, then such increase would be extended to the subject MOU. Ms. Alice Villagomez of the HRD advises that the City's MOUs with the Police Officers and the Firefighters already provide full City payment of employees' health benefit costs. Furthermore, Ms. Villagomez states that the HRD is currently negotiating on this matter with the Service Employee International Union (SEIU) and with Local 21, although no agreements have been finalized. Therefore, such increased City pickup of health benefits may be added to the subject MOU at some time in the future. (See Comment No. 1)

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Benefits for Employees on Unpaid Status

The proposed MOU contains a new clause that would terminate City payment of employee health and dental payments after an employee has been on unpaid leave for 12 continuous weeks.

Incorporation of Past Practices into MOU

The proposed MOU contain a clause (known as the "zipper clause," which provides that the City and the subject unions will meet, subsequent to approval of the MOU, to enumerate all working conditions and work rules that have been in practice for at least one year, and are appropriate for inclusion in the MOU. The enumerated working conditions and work rules will be submitted to the Board of Supervisors for approval and will be incorporated as an attachment to the MOU. Any past practices which are not specifically enumerated and included in the MOU will no longer be enforceable.

The City and the union would be required to submit any disputes regarding past practices to binding arbitration by January 1, 1998, unless either party requests an extension of up to three months. Although the MOU contains this deadline for completion of negotiations between the union and the City regarding past practices and submission of any remaining disputes to arbitration, the MOU does not contain a deadline for submission of the resulting enumeration of working conditions and work rules to the Board of Supervisors for approval.

Interpreter-Translator Pay

The proposed MOU would increase the additional pay for employees assigned to a "Designated Bilingual Position" by \$15 per bi-weekly pay period, from \$35 per bi-weekly pay period to \$50 per bi-weekly pay period, for translating a minimum of ten hours per bi-weekly pay period.

Night Duty

The proposed MOU would raise the additional compensation for working between the hours of 5 p.m. to 7 a.m., from 6.25 percent more than the base rate to 8 percent more than the base rate.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Fiscal Impact:** The increased annual salary and related fringe benefit costs to the City as estimated by the Controller's Office for implementation of the Probation Officers Association MOU are as follows:

	<u>FY 1997-98</u>	<u>FY 1998-99</u>	<u>FY 1999-2000</u>	<u>FY 2000-01</u>
Controller's Estimate of				
Increased Cost Due to Salary				
Increases for Crafts Coalition	\$362,000	\$330,000	\$219,000	\$215,000

The total estimated cumulative costs for Fiscal Year 1997-98 through Fiscal Year 2000-01 would be \$3,091,000.

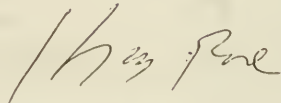
The Controller states that, although there will be some savings due to the creation of lower entry level salary steps, the amount of the savings depends upon attrition and will vary from year to year. Therefore the Controller has not included such costs saving in his cost estimate.

**Comment:** The Budget Analyst estimates that, if full City pickup of health premiums for the union employees is added to the subject MOU at a later date, the annual increased cost to the City related to this MOU will total up to \$40,716. This estimate is based on the difference between the City (employer) payment for employee health premiums that will be in effect starting July 1, 1997 according to Charter provisions, and the monthly premium costs for FY 1997-98 for the City Health Plan, which has the highest premium of the health plans available to the subject employees. Employees currently pay this difference, if any exists for the City Health Plan. The differential of \$9.75 per pay period was applied to the 160 employees covered by the Probation Officers Association MOU.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 16, 1997 Meeting of Finance Committee

**Recommendation:** Approval of the subject ordinance is a policy decision for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





# CALENDAR

**Finance Committee  
Board of Supervisors  
City and County of San Francisco**

DOCUMENTS DEPT

APR 21 1997

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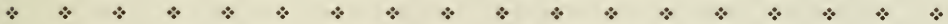
## REGULAR MEETING

WEDNESDAY, APRIL 23, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosemary Little-Horanzky



## Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

- ❖ For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- ❖ For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, APRIL 23, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1. File 101-96-58. [Appropriation, Department of Human Services] Ordinance appropriating \$1,179,113, Department of Human Services, of Federal and State Revenues for the Greater Independence Program (GAIN) for fiscal year 1996-97. (Creation of eighteen (18) positions, payment to non-profit service providers, aid assistance, materials and supplies and equipment); companion measure to File 102-96-15. RO #96273. (Controller) (COMPANION MEASURE TO THE FOLLOWING FILE.)

ACTION:

2. File 102-96-15. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of eighteen (18) positions (Class 9912 Public Service Aide (12), 2912 Senior Social Worker (6)); companion measure to File 101-96-58. (Department of Human Resources) (COMPANION MEASURE TO THE PRECEDING FILE.)

ACTION:

3. File 101-96-59. [Appropriation, Department of Human Services] Ordinance appropriating \$894,659, Department of Human Services, of Federal and State Revenues, for the implementation of Child Welfare Services/Case Management System and the Teen Parenting Disincentive Program for fiscal year 1996-97. (Creation of thirteen (13) positions and payments for salaries, fringes, overtime, professional services and equipment); companion measure to File 102-96-16. (COMPANION MEASURE TO THE FOLLOWING FILE.)

ACTION:

4. File 102-96-16. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of thirteen (13) positions (Class 2916 Social Worker Specialist (1), 2912 Senior Social Worker (1), 2940 Child Welfare Worker (8), 2944 Child Welfare Supervisor (1), 2904 Human Services Technician (1), 1819 MIS Specialist III); companion measure to File 101-96-59. (Department of Human Resources) (COMPANION MEASURE TO THE PRECEDING FILE.)

ACTION:

- 7
5. File 101-96-60. [Appropriation, Sheriff] Ordinance appropriating \$330,342, Sheriff, of State and Federal Grant Revenue, for overtime, fringe benefits and equipment purchase for fiscal year 1996-97 (\$37,410 for equipment purchase serves as a local match for Citizen's Option for Public Safety (COPS) grant). RO #96270. (Controller)

ACTION:

6. File 97-97-14. [Hold Harmless Agreements, Emergency Circumstances] Ordinance amending Administrative Code by adding Section 1.25-8 to authorize the City's assumption of defense and indemnification of consultants from claims and lawsuits arising from services performed for and under contract with the City in emergency circumstances. (Building Inspection Commission)

ACTION:

7. File 97-97-19. [Health Service Plans & Rates of Contributions] Ordinance amending Administrative Code Section 16.157, approving Health Service System Plans and Rates of Contributions as adopted by the Health Service Board. (Department of Human Resources)

ACTION:

8. File 222-97-1. [Exempt Rank, H53 Fire Emergency Medical Chief] Resolution approving the exempt rank and position of Class H-53 Emergency Medical Services Chief of the Fire Department. (Civil Service Commission) Referred to Finance Committee.

ACTION:

9. File 65-97-4. [Lease, Water Department/Cisco Systems, Inc.] Resolution authorizing a 40-year lease of Public Utilities Commission land between the City and County of San Francisco and Cisco Systems, Inc., in Santa Clara County. (Public Utilities Commission)

ACTION:

10. File 162-97-1. [Annual Joint Fundraising Drive for 1997] Hearing transmitting communications of the Annual Joint Fundraising Drive; consideration and possible action on a resolution designating qualifying agencies. (Clerk of the Board)

ACTION:

11. File 101-95-71.2. [Reserved Funds, Department of Public Works] Hearing to consider release of reserved funds, Department of Public Works (1995 City Hall Improvement Bond Fund), in the total amount of \$7,350,752, to fund the ongoing City Hall seismic retrofit and earthquake damage repair project.

ACTION:

12. File 100-96-1.7. [Reserved Funds, District Attorney] Hearing to consider release of reserved funds, District Attorney, in the amount of \$141,500 to fund the District Attorney's Office 1996-1997 information systems master plan, approved by the Electronic Information Processing Steering Committee (EIPSC). (District Attorney)  
(Continued from 4/9/97.)

ACTION:

13. File 101-90-86.5. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$145,600 to fund the final unanticipated costs such as toxic abatement and ADA improvements at the Mission Police Station. (Also see Files 101-91-75.3 and 101-91-75.4) (Police Department)

ACTION:

14. File 101-91-75.3. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$123,892, to help fund the final unanticipated costs such as temporary station lease, structural steel revisions, lead paint abatement, and ADA improvements at the Taraval Police Station. (Also see Files 101-90-86.5 and 101-91-75.4) (Police Department)

ACTION:

15. File 101-91-75.4. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$120,350, to help fund the temporary relocation of Park Police Station and ADA revisions/new roofing of the Golden Gate Stables. (Also see Files 101-90-86.5 and 101-91-75.3) (Police Department)

ACTION:

#### LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. Now pending:

File No. 97-97-15, Ordinance, Fiscal Impact Legislation, (Kaufman), 30 day Rule expires 4/24/97.

File No. 240-97-1, Draft Ordinance, Labor/Management Card Check Representation, union registration, (Ammiano), 30 day Rule expires 5/1/97.

File No. 97-97-20, General Assistance Grants, (Mayor), 30 day Rule expires 5/8/97.

File No. 69-97-1, Legislative Analysts, Board of Supervisors, (Supervisor Kaufman), 30 day Rule expires 5/8/97.

Watch future calendars for scheduling of these matters.





FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

**HEARING NOTICE**

Bill Lynch  
Govt Information Ctr  
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CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

April 18, 1997

**TO:** Finance Committee

DOCUMENTS DEPT.

**FROM:** Budget Analyst *Recommendation for meeting*

APR 22 1997

**SUBJECT:** April 23, 1997 Finance Committee Meeting

SAN FRANCISCO  
PUBLIC LIBRARY

Items 1 and 2 - Files 101-96-58 and 102-96-15

**Department:** Department of Human Services (DHS)

**Item:** **Item 101-96-58:** Ordinance appropriating \$1,179,113 from Federal and State Revenues for the Greater Avenues to Independence (GAIN) Program to DHS, including the creation of 18 new positions, staff training, materials, equipment, and professional services.

**Item 102-96-15:** Ordinance amending the FY 1996-97 Annual Salary ordinance reflecting the creation of 18 new positions in DHS.

**Amount:** \$1,179,113

<b>Source of Funds:</b>	Federal GAIN Program funds	\$ 589,557
	State GAIN Program funds	<u>589,556</u>
	Total	\$1,179,113

**Description:** This requested supplemental appropriation (File 101-96-58) would fund the creation of 18 new positions at DHS, staff training, materials, equipment, and professional services for DHS's Greater Avenues to Independence (GAIN) Program.

Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

In addition, the proposed ordinance (File 102-96-15) would amend the FY 1996-97 Annual Salary Ordinance to add 18 new positions.

**Comment:** Ms. Sally Kipper of DHS requests that the Finance Committee continue these items (Files 101-96-58 and 102-96-15) to its meeting of April 30, 1997, in order to provide DHS with time to adequately document the need for the requested funds and positions.

**Recommendation:** Continue the subject items (Files 101-96-58 and 102-96-15) to the April 30, 1997 meeting of the Finance Committee.

Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

Items 3 and 4 - Files 101-96-59 and 102-96-16

**Department:** Department of Human Services (DHS)

**Item:** **Item 101-96-59:** Ordinance appropriating \$894,659 for the implementation of the Child Welfare Services/Case Management System (CWS/CMS) and the Teen Parenting Disincentive Program to DHS including the creation of 13 new positions, overtime, staff training, professional services and equipment.

**Item 102-96-16:** Ordinance amending the FY 1996-97 Annual Salary Ordinance reflecting the creation of 13 new positions in DHS.

**Amount:** \$894,659

<b>Source of Funds:</b>	Federal Child Welfare Services/ Case Management System funds	\$561,603
	State Child Welfare Services/ Case Management System funds	203,146
	Reappropriation of projected surplus of Aid to Families with Dependent Children (AFDC) Aid Payment monies	<u>129,910</u>
	Total	\$894,659

**Description:** The Child Welfare Services/Case Management System (CWS/CMS) is a new State and Federally required comprehensive Statewide database, case management tool and reporting system for the Child Welfare Services Program. The Child Welfare Services Program provides emergency, in-home care and out-of-home care services for abused and neglected children and their families.

According to Ms. Julie Murray Brenman of DHS, case records have been kept on various DHS computer systems. Additionally some case information has been stored in paper files. Ms. Brenman advises that the CWS/CMS is designed to compile comprehensive information on all child welfare cases and will permit greater tracking of cases and information sharing with other social service agencies than has been possible in the past.

The Teen Parenting Disincentive Program is a new State mandated program designed to discourage teen pregnancy and encourage appropriate parenting of minor parents and their children. The program requires that unmarried pregnant and parenting teens under 18 years of age live with their parents or legal guardians as a condition for receiving



Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

AFDC payments, unless exempted based on specific conditions. Mr. Will Lightbourne, Executive Director of DHS, advises that the new State law mandates child welfare investigation of teen parents who are not residing with their parents. According to this law, in order for a teen parent to be eligible for AFDC there must be a determination that the teen is "at risk" in their parents' home. The Teen Parenting Disincentive Program will be a new program at DHS.

This proposed supplemental appropriation (File 101-96-59) would fund the creation of 13 new positions at DHS, overtime, training, professional services and equipment for the CWS/CMS and the Teen Parenting Disincentive Program.

In addition, the proposed ordinance (File 102-96-16) would amend the FY 1996-97 Annual Salary Ordinance to add 13 new positions.

**Comment:**

Ms. Sally Kipper of DHS requests that the Finance Committee continue these items (Files 101-96-59 and 102-96-16) to its meeting of April 30, 1997, in order to provide DHS with time to adequately document the need for the requested funds and positions.

**Recommendation:** Continue the subject items (Files 101-96-59 and 102-96-16) to the April 30, 1997 meeting of the Finance Committee.

Item 5 - File 101-96-60

**Department:** Sheriff's Department

**Item:** Ordinance appropriating \$330,342 of State grant revenue for overtime, fringe benefits and equipment for the Sheriff's Department.

**Amount:** \$330,342

**Source of Funds:** State Citizen's Option for Public Safety Grant Funds (AB 3229)

**Description:** This proposed ordinance would appropriate \$330,342 in State Citizen's Option for Public Safety (COPS) grant funds to the Sheriff's Department. According to Captain Jan Dempsey of the Sheriff's Department, \$290,002 would be used to fund a budget deficiency in overtime, \$2,930 would be used for fringe benefits associated with overtime, and \$37,410 would be used as a local match for a Federal Community Oriented Policing Services - Making Officer Redeployment Effective (COPS - MORE) grant.

In 1996, the Board of Supervisors approved a resolution (File 97-96-45) authorizing the allocation of \$2,343,457 in State COPS funds to various City departments, including the Police Department, the Sheriff's Department, and the District Attorney's Office, in accordance with the recommendations of the Supplemental Law Enforcement Oversight Committee.<sup>1</sup> According to Mr. Nolan Highbaugh of the Mayor's Criminal Justice Council (MCJC), the Sheriff's Department was allocated \$330,342 or approximately 14 percent of the \$2,343,457 COPS grant.

In April of 1997, the Board of Supervisors authorized the Police Department to accept and expend Federal COPS-MORE grant funds in the amount of \$2,078,290, of which \$519,573 was required as a local match (File 143-97-2). As of the writing of this report, \$475,000 of these funds are still pending final passage by the Board of Supervisors (File 101-96-52).

According to Captain Dempsey, the Sheriff's Department agreed to allocate \$37,410 of its \$330,342 in State COPS grant funds to pay for a portion of the COPS - MORE

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<sup>1</sup> The Supplemental Law Enforcement Oversight Committee, consisting of the Chief of Police, the Sheriff, the District Attorney, the Director of Administrative Services, and the Director of the Mayor's Criminal Justice Council, has the authority to receive and allocate State COPS grant funds.

required match because the Police Department will be purchasing 20 Mobile Computer Terminals for the Sheriff's Department using Federal COPS - MORE funds.

According to Captain Dempsey, the remaining \$292,932 of the proposed \$330,342 would be used to fund overtime (\$290,002) and fringe benefits (\$2,930) related to a budget deficiency, for the period of October 14, 1996 through June 30, 1997 (38.36 weeks), for 14 Deputy Sheriffs currently working 16 hours of overtime per week to staff the Warrant Service Unit (Unit), which is presently being operated completely on an overtime basis. The purpose of the Warrant Service Unit is to search for and apprehend prisoners who have either violated their conditions of parole or have violated the requirements of alternative sentencing programs. Captain Dempsey reports that the Unit has been operating on an overtime basis since October 14, 1996 in order to eliminate the backlog of outstanding warrants which totaled approximately 1,500 at that time. As of April 15, 1997, there was a backlog of approximately 1,000 outstanding warrants. Captain Dempsey reports that prior to the formation of the Unit in October of 1996, this function was performed with existing personnel when such personnel were available. In addition to the fact that the Unit is presently being operated on an overtime basis, Captain Dempsey advises that overtime funds are being requested in the FY 1997-98 budget to continue to operate this program totally on an overtime basis.

**Budget:**

Attachment I, provided by the Sheriff's Department, contains a budget for the \$330,342 in State COPS funds, including complete details, by position, for the overtime of \$290,002 and fringe benefits of \$2,930 being requested.

**Comments:**

1. As of the writing of this report, the computer equipment related to the \$37,410 portion of this request has not yet been approved by the Electronic Information Processing Steering Committee (EIPSC), and vendors for the proposed computer equipment have not yet been selected. As such, the proposed ordinance should be amended to reserve the \$37,410 pending (a) EIPSC approval and (b) the selection of vendors and the submission of finalized cost details.

2. Captain Dempsey reports that funding for the Warrant Service Unit was included in the Sheriff's Department's overtime budget for FY 1996-97, but that the Department has incurred more costs in overtime than originally anticipated. Based on information provided by the Controller's Office, the following table shows the projected

Memo to Finance Committee  
April 23, 1997

Public Library, Documents Dept.

REVISED April 23, 1997

Item 5 - File 101-96-60

Attn: Kate Wingerson

budget deficiency for overtime and fringe benefits for FY  
1996-97:

	Amount Included in FY 1996-97 Budget	Amount Expended From 7/1/96 - 4/4/97	Projected Expenditures 4/5/96 - 6/30/97	Budget Surplus (Deficiency)	Sheriff's Department Request	Amount Recommended by Budget Analyst
Overtime	\$1,181,667	\$1,410,898	\$428,704	(\$657,935)	\$290,002	\$134,341
Other Salary Accounts	<u>35,868,539</u>	<u>27,248,952</u>	<u>8,185,042</u>	<u>434,545</u>	0	0
Subtotal	\$37,050,206	\$28,659,850	\$8,613,746	(\$223,390)	\$290,002	\$134,341
Fringe Benefits	<u>10,206,260</u>	<u>7,755,906</u>	<u>2,361,305</u>	<u>89,049</u>	<u>2,930</u>	0
Total Salaries and Fringe Benefits	\$47,256,466	\$36,415,756	\$10,975,051	(\$134,341)	\$292,932	\$134,341

According to the table above, the projected overtime budget deficiency of \$657,935 will be partially offset by a \$434,545 surplus in other salary accounts, for an overall projected deficit in all salary accounts of \$223,390. In addition, there is an estimated surplus in fringe benefits of \$89,049. Thus, for all salaries and fringe benefits, the total estimated deficiency is \$134,341. The Budget Analyst notes that the total projected deficiency of \$134,341 for all salaries and fringe benefits is \$158,591 less than the \$292,932 request for salaries and fringe benefits. However, the Budget Analyst notes that these State grant funds can be used for the Sheriff's Department's budget in lieu of General Fund monies which would otherwise be required. Therefore, approval of this request could result in surplus monies being closed out to the General Fund by the Controller's Office at the end of the fiscal year.

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APR 24 1997

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3. The Budget Analyst questions why the Unit should be operated strictly on an overtime basis rather than having the equivalent amount of permanent staff working on a regular basis. The Sheriff's Department's response to the Budget Analyst's question is contained in Attachment II.

4. According to the Sheriff's Department, most successful warrant arrests occur between the hours of 8:00 PM and 4:00 AM. Based on a staffing analysis by the Budget Analyst, a staff of three new 8304 Deputy Sheriffs working on a regular basis would be sufficient to perform warrant service activities seven days per week during the hours of 8:00 PM and 4:00 AM. The Budget Analyst estimates that the annual cost of

**BOARD OF SUPERVISORS  
BUDGET ANALYST**



hiring three new 8304 Deputy Sheriff positions for the Warrant Services Unit would be \$176,829 annually, as shown in the table below:

Permanent Salaries	
(3 8304 Deputy Sheriffs @ \$46,980 each/yr)	\$140,940
Premium Pay - Night Shift Differential	
(6.5 % of base pay)	<u>9,161</u>
Subtotal	\$150,101
Fringe Benefits	
(17.9% of base pay)	<u>26,877</u>
Total	\$176,978

The estimated annualized cost of funding warrant service activities on an overtime basis is \$398,620 per year, based on annualizing the subject supplemental appropriation request of \$292,932 for overtime and fringe benefits for the period of October 14, 1996 through June 30, 1997 or 38.36 weeks. As such, the Sheriff's Department could save approximately \$221,642 per year (\$398,620 less \$176,978) by funding warrant service activities on a regular-time basis instead of on an overtime basis.

The Budget Analyst recommends approval of the proposed supplemental appropriation request of \$292,932 to fund the Warrant Service Unit to offset the projected deficiency in salaries and fringe benefits for FY 1996-97. However, the Budget Analyst also recommends that the Sheriff's Department submit a request for three new 8304 Deputy Sheriff positions in its FY 1997-98 budget to staff the Warrant Service Unit on a regular-time basis. Contingent upon approval of these three new positions, the Department's overtime budget request should then be reduced by up to \$398,620 for FY 1997-98, pending a determination by the Sheriff's Department of how much overtime may still be needed to fund warrant service activities which do not occur between 8:00 PM and 4:00 AM.

5. According to Captain Dempsey, the Sheriff's Department generally concurs with the Budget Analyst's recommendations.

**Recommendations:** 1. In accordance with Comment No. 1 above, amend the proposed supplemental appropriation ordinance to reserve \$37,410 pending (a) EIPSC approval and (b) the selection of vendors and the submission of finalized cost details to the Board of Supervisors.

2. Approve the proposed ordinance, as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



budget deficiency for overtime and fringe benefits for FY 1996-97:

	Amount Included in FY 1996-97 Budget	Amount Expended From <u>7/1/96 - 4/4/97</u>	Projected Expenditures <u>7/1/96 - 6/30/97</u>	Budget Surplus (Deficiency)	Sheriff's Department Request	Amount Recommended by Budget Analyst
Overtime	\$1,181,667	\$1,410,898	\$1,622,791	(\$441,124)	\$290,002	\$290,002
Other Salary Accounts	<u>35,868,539</u>	<u>27,248,952</u>	<u>35,607,996</u>	<u>260,543</u>	<u>0</u>	<u>0</u>
Subtotal	\$37,050,206	\$28,659,850	\$37,230,787	(\$180,581)	\$290,002	\$290,002
Fringe Benefits	<u>9,747,256</u>	<u>7,755,906</u>	<u>10,149,478</u>	<u>(402,222)</u>	<u>2,930</u>	<u>2,930</u>
Total Salaries and Fringe Benefits	\$46,797,462	\$36,415,756	\$47,380,265	(\$582,803)	\$292,932	\$292,932

According to the table above, the projected overtime budget deficiency of \$441,124 will be partially offset by a \$260,543 surplus in other salary accounts, for an overall projected deficit in all salary accounts of \$180,581. In addition, there is an estimated deficit in fringe benefits of \$402,222, for a total estimated deficit of \$582,803 for all salaries and fringe benefits. According to Captain Dempsey, this request of \$292,932 to fund overtime and fringe benefits will be supplemented with additional non-general fund revenues to recover the total salary and fringe benefits deficiency of \$582,803.

3. The Budget Analyst questions why the Unit should be operated strictly on an overtime basis rather than having the equivalent amount of permanent staff working on a regular basis. The Sheriff's Department's response to the Budget Analyst's question is contained in Attachment II.

4. According to the Sheriff's Department, most successful warrant arrests occur between the hours of 8:00 PM and 4:00 AM. Based on a staffing analysis by the Budget Analyst, a staff of three new 8304 Deputy Sheriffs working on a regular basis would be sufficient to perform warrant service activities seven days per week during the hours of 8:00 PM and 4:00 AM. The Budget Analyst estimates that the annual cost of

hiring three new 8304 Deputy Sheriff positions for the Warrant Services Unit would be \$176,829 annually, as shown in the table below:

Permanent Salaries	
(3 8304 Deputy Sheriffs @ \$46,980 each/yr)	\$140,940
Premium Pay - Night Shift Differential	
(6.5 % of base pay)	<u>9,161</u>
Subtotal	\$150,101
Fringe Benefits	
(17.9% of base pay)	<u>26,877</u>
Total	\$176,978

The estimated annualized cost of funding warrant service activities on an overtime basis is \$398,620 per year, based on annualizing the subject supplemental appropriation request of \$292,932 for overtime and fringe benefits for the period of October 14, 1996 through June 30, 1997 or 38.36 weeks. As such, the Sheriff's Department could save approximately \$221,642 per year (\$398,620 less \$176,978) by funding warrant service activities on a regular-time basis instead of on an overtime basis.

The Budget Analyst recommends approval of the proposed supplemental appropriation request of \$292,932 to fund the Warrant Service Unit to offset the projected deficiency in salaries and fringe benefits for FY 1996-97. However, the Budget Analyst also recommends that the Sheriff's Department submit a request for three new 8304 Deputy Sheriff positions in its FY 1997-98 budget to staff the Warrant Service Unit on a regular-time basis. Contingent upon approval of these three new positions, the Department's overtime budget request should then be reduced by up to \$398,620 for FY 1997-98, pending a determination by the Sheriff's Department of how much overtime may still be needed to fund warrant service activities which do not occur between 8:00 PM and 4:00 AM.

5. According to Captain Dempsey, the Sheriff's Department generally concurs with the Budget Analyst's recommendations.

**Recommendations:** 1. In accordance with Comment No. 1 above, amend the proposed ordinance to reserve \$37,410 pending (a) EIPSC approval and (b) the selection of vendors and the submission of finalized cost details to the Board of Supervisors.

2. Approve the proposed ordinance, as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 23, 1997

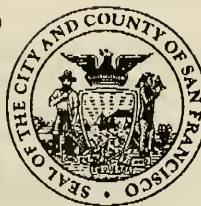
3. In accordance with Comment No. 4 above, the Sheriff's Department should submit a request for three new 8304 Deputy Sheriff positions in its FY 1997-98 budget to staff the Warrant Service Unit on a regular-time basis. Contingent upon approval of these three new positions, the Department's overtime budget request should then be reduced by up to \$398,620 for FY 1997-98, pending a determination by the Sheriff's Department of how much overtime may still be needed to fund warrant service activities which do not occur between 8:00 PM and 4:00 AM.

**City and County of San Francisco**

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**OFFICE OF THE SHERIFF**

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**Michael Hennessey**  
**SHERIFF**

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**415 - 554 - 7225**

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**COPS PROGRAM FUNDS  
BUDGET INFORMATION**

14 - 8304 Deputy Sheriffs x 16 hours per week	
x \$33.75 (OT Hourly Rate) = \$7,560 per week	
\$7,560 (weekly OT cost) x 38.36 weeks	= \$290,002
Associated Fringe Benefits	= 2,930
 TOTAL OVERTIME AND FRINGE BENEFITS	 = \$292,932

The Sheriff requests the remaining \$37,410 to be used as the Sheriff's Departments portion of matching funds for the Federal Grant awarded to the Police Department earlier in the fiscal year for mobile video terminals.

TOTAL MATCHING FUNDS	= \$ 37,410
TOTAL REQUEST:	= \$330,342



# San Francisco Sheriff's Department

## INTER-OFFICE CORRESPONDENCE

To: Jenelle Welling  
From: Chief Deputy Mary Ann de Souza  
Subj: Warrant Service Unit  
Ref# 97-020

Thursday, April 17, 1997

Dear Ms. Welling,

In response to your inquiry regarding the Warrant Service Unit, please consider the following:

Prior to FY 1996-97, warrant service and recovery operated as an additional duty for personnel assigned to the Alternative Programs Division. The primary assignment for staff assigned to this unit was the assignment of individuals to work details and the supervision and administration of the program's operation. Warrants to apprehend and return persons to sheriff's custody were handled according to two criteria: staff availability and community risk assessment. The result was that personnel assigned to the unit were often dispatched on overtime, using alternative program deputies augmented by personnel from the jails. The end result was high overtime costs as well as sporadic enforcement.

The Stone Consent Decree resulted in increased numbers of persons placed in alternative programs, to reduce jail overcrowding. This also increased the necessity for an organized, specialized unit to effect warrant service and recovery. Unable to reduce the staffing levels in the jails because the federal court, the Sheriff directed that overtime funds be used to support the unit to the level needed for efficient and responsible operation.

As the Warrant Service Unit is demonstrating, this approach is proving effective. Using personnel during their shifts and utilizing teams for designated target areas on off hours, the apprehension rate has improved dramatically. Additionally, cooperative support between the Sheriff's Department and the Police Department has created a network where more resources are shared to produce desired results.



The Sheriff's Department has reviewed the staffing for the Warrant Service Unit and recognizes that additional full time assigned staff are needed to reduce overtime expenditure costs. The addition of two deputies would be helpful toward improving operational planning and response. The two positions could be used as Team Leaders, to coordinate, assign and lead the teams in apprehension and warrant recovery.

The reason the Sheriff's Department does not propose a further increase in permanently assigned staff is because of the operational need for flexible response to planned and unplanned events. To illustrate, a large portion of the warrant response activities involves assisting in events that occur on off hours, with little advance warning. The Warrant Service Unit has responsibility for assisting the Police Department in FRET operations and the Housing Police in other specially planned events. Requests for this support is generally provided with little advance notice and must be scheduled for different time periods. These activities also require specially trained teams of ESU deputies to work with these agencies. For the most part, these deputies are regularly assigned to the Custody, Civil and Court Divisions. Additionally, the Warrant Service Teams also respond in the event of an escape or the release of a prisoner who represents an escalated threat to the community. These incidents require mobilization of personnel assigned to other department units on a rapid response basis. Using overtime funds for these deputies represents the most efficient method of dealing with operations that are subject to last minute scheduling and require various flexible planning arrangements.

Item 6 - Files 97-97-14

**Department:** Department of Building Inspection (DBI)  
Department of Public Works (DPW)  
Airport Commission  
Port Commission  
Public Utilities Commission (PUC)

**Item:** Ordinance amending the San Francisco Administrative Code by adding Section 1.25-8 to authorize the City's assumption of defense and indemnification of consultants and other contractors (contractors) from claims and lawsuits arising from services performed for and under contract with the City in emergency circumstances.

**Description:** Section 6.30 of the San Francisco Administrative Code currently provides authority for department heads to enter into contracts for emergency work "in the most expeditious manner." Under such "actual emergencies", as defined in Section 6.30 of the Administrative Code, the normal rules governing public contracting, such as the requirements for the formal competitive bidding process, are not observed in order that a more imminent need to protect the public health or safety is met.

"Actual emergencies" under Section 6.30 of the Administrative Code are defined to be caused by:

- (1) Weather conditions, fire, flood or other unforeseen occurrences of unusual character; or*
- (2) The breakdown of any plant, equipment, structure, street or public work necessitating immediate emergency repair or reconditioning to safeguard the lives or property of the citizens; or the property of the City and County; or to maintain the public health or welfare; or*
- (3) Unforeseen occurrences of unusual character resulting in an insufficient number of hospital beds or the lack of hospital, surgical, mental health or hospital ancillary services so as to leave patients of the City and County without required hospital or medical services.*

These emergency occasions often require "sole source" contract awards or the contacting of a limited number of prospective contractors without the use of a formal competitive bidding process. Such contractors may require

that the City indemnify the contractors for the work for which they were retained during an emergency. Currently, indemnity to contractors can be provided only with Board of Supervisors authorization. According to Ms. Zan Turner of the Department of Building Inspection, there is not always sufficient time in emergency situations to obtain Board of Supervisors approval of the necessary indemnity provisions contained in the contract.

The proposed ordinance would amend the Administrative Code by adding Section 1.25-8 which would authorize the Director of the Department of Building Inspection, the Director of the Department of Public Works, the Airport Commission, and the Port Commission, and the Public Utilities Commission to enter into agreements of indemnity with contractors during "actual emergency" situations, without the approval of the Board of Supervisors.

**Comments:**

1. According to Mr. Wong of the City Attorney's Office, under the proposed ordinance, the City would provide contractors retained during emergency situations with indemnification from claims arising out of their performance of emergency services work except for claims resulting from the gross negligence of the consultants or contractors.

2. According to Mr. Wong, the City's liability under the proposed ordinance is difficult to assess. The Attachment provided by the City Attorney's Office outlines the issues before the Board of Supervisors in considering the proposed ordinance. Specifically, Mr. Wong states that providing indemnification could impose a liability on the City should one of the indemnified parties perform its services negligently, resulting in a loss to the City or to private property owners. However, Mr. Wong advises that departments could have difficulty in finding qualified firms to assist the City in the event of an emergency, without the indemnification agreement.

3. According to Mr. Wong, only the Department of Building Inspection, Department of Public Works, the Airport Commission, the Port Commission, and the Public Utilities Commission would be given the authority to enter into indemnification agreements without approval from the Board of Supervisors because these City departments most often enter into contracts during emergency situations. Mr. Wong states that other departments not specified in the proposed ordinance would not be given such authority to enter into indemnification agreements without first obtaining the approval of the Board of Supervisors.

4. Currently, the ordinance as written would only authorize the indemnification of consultants. However, Mr. Wong states that the ordinance should be amended to authorize the indemnification of other contractors as well as consultants.

- Recommendations:**
1. In accordance with Comment No. 4, amend the proposed ordinance to authorize the City's indemnification of consultants and other contractors.
  2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CITY ATTORNEY



LOUISE H. RENNE  
City Attorney

GEORGE K. WONG  
Deputy City Attorney

DIRECT DIAL: (415) 554-3942

April 14, 1997

Mr. Harvey Rose, Budget Analyst  
Certified Public Accountants  
1390 Market Street, Room 1025  
San Francisco, CA 94102

RE: Proposed Ordinance Authorizing Department Heads to Indemnify  
Contractors and Consultants Furnishing Services In Emergency Situations

Dear Mr. Rose:

This letter is in response to your request for comments on the proposed legislation.

Administrative Code Section 6.30 authorizes certain department heads, in the event of an actual emergency, to execute work in the most expeditious manner to protect the public health and welfare. In most cases, this requires the department heads to engage immediately the services of engineering consultants and contractors to assist in the alleviation of the emergency. The consultants and contractors often have to perform their services promptly and without much time for planning or for a complete evaluation of the situation. In addition, their services are frequently required to respond to dangerous conditions on private properties. They have expressed to the City departments their concern that they could easily be named as defendants by third parties whose properties were adversely impacted by their services; and that even when they could prove that they had no liability, the cost to defend themselves would greatly outweigh the fees that they were receiving for their emergency services. As a result, they have been reluctant to perform emergency work, without receiving some protection from the City.

At the request of some department heads, I have drafted legislation that would permit department heads, when employing consultants and contractors to alleviate emergency situations, to indemnify them from claims arising out of their negligence, excluding those claims arising out of their gross negligence or intentional misconduct.

Whether this legislation should be enacted is a policy decision of the Board of Supervisors. On the one hand, without this indemnification, departments would have difficulty finding qualified consultants and engineers to assist in the event of an emergency. On the other hand, this indemnification could impose a liability on the City



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CITY ATTORNEY

Letter to Harvey Rose

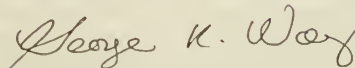
Page 2

April 14, 1997

should one of the indemnified parties perform its services negligently, resulting in a loss to the City or to private property owners.

Very truly yours,

LOUISE H. RENNE  
City Attorney

A handwritten signature in cursive script, reading "George K. Wong".

GEORGE K. WONG  
Deputy City Attorney



Item 7 - File 97-97-19

1. The proposed ordinance would amend Section 16.157 of the Administrative Code to approve the City's FY 1997-98 Health Service System plans and rates of contribution as adopted by the Health Service Board to be paid by the members of the System. The members of the System are employees, retirees, and surviving spouses of former employees and retirees of the City and County of San Francisco, the San Francisco Unified School District, and the Community College District.

2. The Board of Supervisors previously adopted a resolution (File 78-97-1 setting the City's contribution to the Health Service Fund for FY 1997-98 at \$170.59 per month for each member. The City's contribution was established in accordance with Charter Sections A8.423 and A8.428, which set the average contribution rate based on a survey of the ten most populous counties in California. The City's contribution of \$170.59 per month (\$2,047.08 annually) represents an increase of \$3.26 per month, or approximately 1.9 percent from the FY 1996-97 rate of \$167.33 per month (\$2,007.96 annually).

3. Once the City's contribution is established, member contributions are calculated by the Health Service System actuary, Rael and Letson, Consulting Actuaries, in order to ensure that contributions from all sources will be adequate to support anticipated claims for the upcoming fiscal year. The proposed ordinance would establish member contribution rates for FY 1997-98 pursuant to Charter Sections A8.421 and A8.422. Charter Sections A8.421 and A8.422 require approval by three-fourths of the members of the Board of Supervisors after the Board has secured an actuarial report of the costs and effects of any proposed change in the benefits of the Health Service System or rates of contribution. Contribution rates vary according to: (1) whether or not a member is an active employee, retired employee, or surviving spouse; (2) whether or not that individual has Medicare coverage; and (3) which of the City's four health plans that individual elects to join. The actuarial report and details of the member contribution rates are contained in the Clerk's file.

4. The following plans will be offered in FY 1997-98:

- City Health Plan\*
- Kaiser Foundation Health Plan
- Health Net
- FHP HealthCare
- PacifiCare (Secure Horizons)\*\*

Aetna Health Plans of Northern California, which was offered in FY 1996-97, is not being offered in FY 1997-98.

\*Administered by the City's Health Service System.

\*\*A Medicare risk plan offered to retirees with Medicare Part A&B coverage.

5. The total revenue from employer and member contributions for the health plans in 1997-98 is estimated to be \$155.4 million. A summary of the revenue sources is as follows:

	<u>Amount</u> <u>(Millions)</u>	<u>Percent</u> <u>of Total</u> <u>Contributions</u>
City and County Contribution		
- Current Employees	\$ 81.6	52.5%
- Retired Employees and Surviving Spouses	19.6	12.6
School District/ Community College District Contribution		
- Current Employees	20.2	13.0
- Retired Employees and Surviving Spouses	<u>7.4</u>	<u>4.8</u>
Total Employer Contributions	\$128.8	82.9
Employee Contributions	<u>26.6</u>	<u>17.1</u>
Total Contributions	\$155.4	100.0%

6. Of the total estimated employer contributions of \$128.8 million, approximately \$60.5 million or approximately 47 percent, would be contributed from the City's General Fund. The remaining \$68.3 million of employer contributions would be paid from the City's Special Funds (e.g., Airport, Port, Water Department and Hetch Hetchy) and from School District and Community College District revenue sources.

7. As previously noted, the increase in the employer's (City's) contribution of \$3.26 per employee per month was established based on a survey of average contribution rates for the ten most populous counties in California in accordance with Charter Sections A8.423 and A8.428. As shown on the following page, the cost changes to employees range from a reduction of \$3.16 per month (\$37.92 annually) to an increase of \$10.82 per month (\$129.84 annually) depending on the health plan selected.

A comparison of the FY 1996-97 monthly rates for active and retired City employees with the proposed FY 1997-98 rates adopted by the Health Service Board and the monthly difference in costs are as follows:

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	1996-97 Monthly Rates	1997-98 Monthly Rates	Monthly Increase (Decrease)
<u>City Health Plan</u>			
Single Employee	\$12.87	\$ 21.12	\$8.25
Employee plus one dependent	159.27	170.09	10.82
Employee plus two dependents	269.47	279.50	10.03
<u>Kaiser Foundation Health Plan</u>			
Single Employee	2.49	0.00	(2.49)
Employee plus one dependent	153.47	157.18	3.71
Employee plus two dependents	254.56	260.92	6.36
<u>Health Net</u>			
Single Employee	3.16	0.00	(3.16)
Employee plus one dependent	159.24	161.10	1.86
Employee plus two dependents	262.52	268.55	6.03
<u>FHP HealthCare</u>			
Single Employee	3.16	0.00	(3.16)
Employee plus one dependent	157.40	156.70	(0.70)
Employee plus two dependents	261.33	260.33	(1.00)
<u>Retirees Only</u>			
<u>PacificCare (Secure Horizon)*</u>			
Single Employee	No Cost	No Cost	No Cost
Retired Employee plus one dependent	22.17	26.61	4.44

\*Retired employee and dependent must have Medicare Parts A (Hospitalization) & B (Medical) coverage

A description of changes to health benefits under these plans is provided in the Attachment.

8. According to Mr. Randy Smith of the Health Service System of the Department of Human Resources, the Health Service Board has elected to subsidize employee rates for the City Health Plan by \$5.4 million, from the Health Service Trust Fund, for FY 1997-98 in order to make the City's Health Plan more competitive with the other HMO's offered to employees (Kaiser, Health Net, and FHP HealthCare). Mr. Smith advises that the Health Service Trust Fund consists of approximately \$31.9 million of accumulated contingency funds generated from excess employee contributions plus approximately \$2.3 million annual interest. According to Mr. Smith, because these monies represent employee contributions, they cannot be used to offset the cost of employer contributions. However, to the extent that the "Employee plus one (or two) dependent" rate is subsidized by the Health Service Trust Fund, and a portion of the employee's contribution is "picked up" by the City, as is the case for most City employees, the cost to the City is



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reduced. In FY 1997-98 this amounts to \$580,000 based on current membership, according to Mr. Smith.

9. The total estimated cost of \$155.4 million for the various health plans for FY 1997-98, including the employer and employee contributions, represents an increase of approximately 3.9 percent or \$5.9 million from the FY 1996-97 costs projected to be \$149.5 million.

10. The Health Service Board has approved the continuance of Delta Dental of California. PMI DeltaCare and Pacific Union, two new dental maintenance organizations, will replace the existing DentiCare and Safeguard Dental Plans. According to Mr. Smith, as of March 1, 1997, a total of 23,630 employees are enrolled in the existing City-paid dental plans. Total premiums (based on current membership) are approximately \$20.48 million or \$50,000 (0.2%) less than the \$20.53 million for FY 1996-97. A summary of these costs is as follow:

	Employee Membership	Projected 1996-97 Premiums <sup>1</sup>	Projected 1997-98 Premiums <sup>2</sup>
Delta Dental	20,759	\$19,545,062	\$19,425,062
DentiCare	2,326	827,902	819,618
Safeguard	545	158,194	238,306
Total:	23,630	\$20,531,158	\$20,482,986

11. A comparison of the FY 1997-98 premium monthly rate schedules of the new dental plans to be used in FY 1997-98 for employer contributions and the FY 1996-97 rates is as follows:

	1996-97 Monthly Rates	1997-98 Monthly Rates	Monthly Increase (Decrease)
<u>Delta Dental</u>			
Single Employee	\$ 41.47	\$43.35	\$1.88
Employee plus one dependent	73.17	73.69	0.52
Employee plus two dependents	116.77	112.70	(4.07)
<u>PMI DeltaCare Dental Plan</u>			
Single Employee	17.94	21.51	3.57
Employee plus one dependent	27.64	35.48	7.84
Employee plus two dependents	43.77	52.47	8.70
<u>Pacific Union Dental Plan</u>			
Single Employee	14.70	17.50	2.80
Employee plus one dependent	22.68	27.50	4.82

<sup>1</sup>Based on March 1, 1997 enrollments at existing monthly rates.

<sup>2</sup>Based on March 1, 1997, enrollments at FY 1997-98 rates (PMI DeltaCare replaces DentiCare and Pacific Union replaces Safeguard).

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Employee plus two dependents	34.22	43.50	9.28
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12. A choice of three dental plans that are fully paid for by retirees and active employees, who are not eligible for employer paid dental coverage, will also continue to be offered with no cost to the City. The three dental plans have reduced benefits in order to reduce the premium cost for plan participants. Active employees who are not eligible for employer paid dental coverage include provisional employees of the Unified School District and the Community College District.

13. The 1997-98 monthly premium rates of the dental plans with employee contributions are as follow:

	1996-97 Monthly <u>Rates</u>	1997-98 Monthly <u>Rates</u>	Monthly Increase (Decrease)
<u>Delta Dental Plan*</u>			
Single Employee	\$28.75	\$30.38	\$1.63
Employee plus one dependent	57.22	60.47	3.25
Employee plus two dependents	80.51	85.08	4.57
<u>PMI DeltaCare Dental Plan**</u>			
Single Employee	14.18	13.28	(0.90)
Employee plus one dependent	18.92	21.91	2.99
Employee plus two dependents	28.37	32.41	4.04
<u>Pacific Union Dental Plan***</u>			
Single Employee	9.26	10.25	0.99
Employee plus on dependent	16.48	18.25	1.77
Employee plus two dependents	23.38	26.00	2.62

- \* 1996-97 Monthly Rate is that of Safehealth
- \*\* 1996-97 Monthly Rate is that of DentiCare
- \*\*\* 1996-97 Monthly Rate is that of Safeguard

**Recommendation:** Approve the proposed ordinance.

**BENEFITS AVAILABLE AND CHANGES IN THE 1997 PLAN YEAR**

The following benefits will be available in the 1997-98 Plan Year:

Health Insurance  
Dental Insurance  
Short Term Disability Insurance  
Dependent Care Reimbursement Account  
Medical Reimbursement Account  
Chemical Rehabilitation Programs

**Health Insurance**

These health plans will be available to active employees:

City Health Plan  
Kaiser Foundation Health Plan  
Health Net  
FHP HealthCare

**Dental Insurance**

These dental plans will be available to active employees:

Delta Dental  
DeltaCare (PMI)  
Pacific Union

**Disability Insurance**

A short term accident and sickness plan offered by Colonial Life & Accident Insurance Co. is available to all active employees.

**Dependent Care Reimbursement Account**

This benefit authorized under Section 125 of the Internal Revenue Code allows employees to allocate pre-tax dollars from their salary into an individual account and then make claim for reimbursement of out-of-pocket eligible child or elder care expenditures incurred during the Plan Year.

**Medical Reimbursement Account**

This benefit (also called a Health Care Spending Account) authorized under Internal Revenue Code Section 125 will allow employees to allocate pre-tax dollars for their salary into an individual account and then make claim for reimbursement of out-of-pocket eligible medical expenditures incurred during the Plan Year.

**Chemical Rehabilitation Programs**

This benefit is administered by United Behavioral Health (UBH) for all employees and eligible family members with the exception of employees and their family members who are enrolled in the Kaiser Health Plan who are provided this benefit through the Kaiser medical delivery system.

**HEALTH PLAN CHANGES****CITY HEALTH PLAN**

Prescription drug copayment will increase from \$5 to \$7 for generic drugs and \$10 to \$14 for brand drugs for prescriptions filled at retail pharmacies. The mail order prescription drug program remains at \$5 for generic and \$10 for brand prescriptions.

**KAISER FOUNDATION HEALTH PLAN**

No Benefit Changes.

**HEALTH NET**

Prescription drug copayment remains at \$5 per prescription up to 34 day supply. \$15 copayment for non formulary medications.

**FHP HEALTHCARE**

No Benefit Changes.

**AETNA**

The Aetna Health Plan will no longer be offered as of July 1, 1997.

**DENTAL PLAN CHANGES****EMPLOYER PAID DENTAL PLANS****DELTA DENTAL PLAN**

No benefit changes.

**DELTACARE (PMI) and PACIFIC UNION**

Two new prepaid dental plans called DeltaCare (PMI) and Pacific Union Dental will replace the existing DentiCare and Safeguard Dental Plans. Both new plans provide for a no copayment benefit (except for orthodontia) for dental services for the employee and covered family members. Both plans also provide a larger selection of participating dentists including many of the dentists currently participating in DentiCare and Safeguard.





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Memo to Finance Committee  
April 23, 1997 Meeting of Finance Committee

**REVISED April 21, 1997**

Item 8 - File 222-97-1

**Department:** Fire Department (SFFD)  
Civil Service Commission

**Item:** Resolution approving the exempt rank and position of Class H-53 Emergency Medical Services Chief of the Fire Department.

**Description:** On April 21, 1997 the Board of Supervisors will consider a resolution endorsing transfer of the paramedic function from the Department of Public Health (DPH) to the Fire Department (SFFD) (File 30-97-3). If this transfer of function is approved, the SFFD will create a new administrative structure, involving a new Emergency Medical Services (EMS) Division in the SFFD. The proposed resolution would approve the creation of a new position of Class H-53 Emergency Medical Services (EMS) Chief in the SFFD, as an exempt rank, to lead the EMS Division.

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The Fire Commission created the new H-53 EMS Chief rank, and designated it as an exempt position, on February 13, 1997. The Civil Services Commission recommends approval of the exempt rank. Ms. Alice Villagomez of the Department of Human Resources (DHR) states that it is appropriate to give the proposed position exemption from Civil Service, because it is a high level position that requires specialized credentials and has specialized requirements.

The H-53 EMS Chief would be responsible for planning, development, implementation and evaluation of the SFFD's EMS activities, would be responsible for overseeing the budget of the EMS/Paramedic Division, and would be responsible for providing leadership and motivating employee performance.

Ms. Andrea Gourdine, Director of Human Resources, states in a memo to the Civil Service Commission that it has been agreed that the Chief of the SFFD will appoint an EMS Chief based on recommendations from the Director of Public Health.

**Comments:** 1. The resolution approved by the Fire Commission recommends a bi-weekly salary of \$1.00 more than the bi-weekly compensation of an H-50 Assistant Chief, currently \$3,714 bi-weekly, or \$96,935 annually, but scheduled to

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increase by 2 percent as of July 1, 1997, to \$98,874 annually. Therefore, this subject position would receive a salary of approximately \$3,790 bi-weekly or \$98,919 annually. This subject proposed resolution before the Board of Supervisors would not establish the salary for the subject position. The salary will be requested in the FY 1997-98 Annual Salary Ordinance, to be submitted to the Board of Supervisors as part of the FY 1997-98 budget process.

2. Ms. Villagomez advises that the DPH employee occupying the classification of 2535 Paramedic Division Chief, who currently has a salary of \$3,080 bi-weekly at the top step or \$80,388 annually, will be converted into an EMS Section Chief in the SFFD, a new classification which the Fire Commission recommends receive a salary of \$3,213 bi-weekly or \$83,859 annually. The Phase II Report on "Optimizing the Configuration of San Francisco's Emergency Medical Services" issued by the DPH Emergency Medical Services Agency (EMSA) states that the SFFD will propose creation of a total of five Section Chiefs in the EMS Division. As noted above, the Fire Commission has recommended an annual salary of \$83,859 each for the five Section Chiefs. The five Section Chiefs will report to the proposed H53 EMS Chief, who is expected to have an annual salary of \$98,919 based on the recommendation of the Fire Commission.

3. Mr. Raymond Connors, Secretary to the Fire Commission, states that the subject H53 EMS Chief position is currently unfilled pending the Board of Supervisors' approval of exempt rank and position. A request to establish the rate of pay will be submitted by separate legislation. Mr. Connors advises that the position will be filled from the uniformed ranks of the SFFD.

**Recommendation:** Approval of the proposed resolution is a policy decision for the Board of Supervisors.

Item 8 - File 222-97-1

- Department:** Fire Department (SFFD)  
Civil Service Commission
- Item:** Resolution approving the exempt rank and position of Class H-53 Emergency Medical Services Chief of the Fire Department.
- Description:** On April 21, 1997 the Board of Supervisors will consider a resolution endorsing transfer of the paramedic function from the Department of Public Health (DPH) to the Fire Department (SFFD) (File 30-97-3). If this transfer of function is approved, the SFFD will create a new administrative structure, involving a new Emergency Medical Services (EMS) Division in the SFFD. The proposed resolution would approve the creation of a new position of Class H-53 Emergency Medical Services (EMS) Chief in the SFFD, as an exempt rank, to lead the EMS Division.
- The Fire Commission created the new H-53 EMS Chief rank, and designated it as an exempt position, on February 13, 1997. The Civil Services Commission recommends approval of the exempt rank. Ms. Alice Villagomez of the Department of Human Resources (DHR) states that it is appropriate to give the proposed position exemption from Civil Service, because it is a high level position that requires specialized credentials and has specialized requirements.
- The H-53 EMS Chief would be responsible for planning, development, implementation and evaluation of the SFFD's EMS activities, would be responsible for overseeing the budget of the EMS/Paramedic Division, and would be responsible for providing leadership and motivating employee performance.
- Ms. Andrea Gourdine, Director of Human Resources, states in a memo to the Civil Service Commission that it has been agreed that the Chief of the SFFD will appoint an EMS Chief based on recommendations from the Director of Public Health.
- Comments:** 1. The resolution approved by the Fire Commission recommends a bi-weekly salary of \$1.00 more than the bi-weekly compensation of an H-50 Assistant Chief, currently \$3,587 bi-weekly, or \$93,621 annually, but scheduled to increase by 2 percent as of July 1, 1997, to \$95,443 annually.

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Therefore, this subject position would receive a salary of approximately \$3,660 bi-weekly (approximately \$3,659 including the 2 percent increase, plus one dollar), or \$95,526 annually. This subject proposed resolution before the Board of Supervisors would not establish the salary for the subject position. The salary will be requested in the FY 1997-98 Annual Salary Ordinance, to be submitted to the Board of Supervisors as part of the FY 1997-98 budget process.

2. Ms. Villagomez advises that the DPH employee occupying the classification of 2535 Paramedic Division Chief, who currently has a salary of \$3,080 bi-weekly at the top step or \$80,388 annually, will be converted into an EMS Section Chief in the SFFD, a new classification which the Fire Commission recommends receive a salary of \$3,104 bi-weekly or \$81,014 annually. The Phase II Report on "Optimizing the Configuration of San Francisco's Emergency Medical Services" issued by the DPH Emergency Medical Services Agency (EMSA) states that the SFFD will propose creation of a total of five Section Chiefs in the EMS Division. As noted above, the Fire Commission has recommended an annual salary of \$81,014 each for the five Section Chiefs. The five Section Chiefs will report to the proposed H53 EMS Chief, who is expected to have an annual salary of \$95,526 based on the recommendation of the Fire Commission.

3. Mr. Raymond Connors, Secretary to the Fire Commission, states that the subject H53 EMS Chief position is currently vacant, and will not be filled until the Board of Supervisors approves the position under this proposed resolution, and approves the rate of pay under the FY 1997-98 Annual Salary Ordinance. Mr. Connors advises that the position will be filled from the uniformed ranks of the SFFD.

**Recommendation:** Approval of the proposed resolution is a policy decision for the Board of Supervisors.

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Item 9 - File 65-97-4

**Department:** San Francisco Water Department (SFWD)

**Item:** Resolution authorizing a 40-year lease of San Francisco Water Department land between the City and County of San Francisco and Cisco Systems, Inc., in Santa Clara County.

**Location:** A portion of parcel 122 of Bay Division Pipeline Nos. 3 and 4 right-of-way located in the City of San Jose between Zanker Road and Coyote Creek.

**Purpose of Lease:** To allow Cisco Systems, Inc. to have a paved parking lot, utilities, and landscaping and obtain ingress and egress to and from adjacent buildings and driveways.

**Lessor:** City and County of San Francisco

**Lessee:** Cisco Systems, Inc.

**No. of Sq. Ft. and Lease Rate Per Month:** 4.41 acres, of which 124,800 square feet are available for use as a parking lot @ \$7,488 per month, or approximately \$0.06 per square foot, per month. The lease rate would be adjusted every five years based on the Consumer Price Index, with an increase of not less than 2 percent per year compounded, and not more than 5 percent per year compounded at each five year interval.

**Annual Revenue:** \$89,856

**Term of Lease:** February 11, 1997 through February 10, 2037 (40 years)

**Description:** The proposed lease of pipeline right-of-way would permit Cisco Systems, Inc. to pave a parking lot, landscape the area, and place utilities on the subject property, including telephone hookups to service nearby buildings. Cisco Systems, Inc. plans to develop buildings on properties that are located immediately to the North and South of the subject lease site. Mr. Gary Dowd of the SFWD reports that the City of San Jose has completed an Environmental Impact Report (EIR) on the proposed development project and determined that it will not have a significant effect upon the environment.

**Comments:** 1. Mr. Dowd states that the proposed lease rate of \$0.06 per square foot, per month represents the fair market lease rate of the subject site, taking into account the fact

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that there is no other potential use for the property by any other adjacent property owners. Mr. Dowd advises that the SFWD obtained comparable sales prices of nearby properties, discounted such prices by 20 percent because the SFWD does not permit structures to be built on pipeline right-of-way, and calculated the lease rate assuming a 9 percent rate of return.

As noted above, the lease rate would be adjusted every five years based on changes in the CPI. In addition, the Base Rent could be adjusted up to three times during the term of the lease, at the request of the City or Cisco Systems, Inc., to the then-current fair market rent, as determined by an independent appraisal.

2. Under the proposed lease, Cisco System, Inc. would pay all Property Taxes and assessments due on the property in addition to the annual lease revenue of \$89,856.

3. According to Ms. Bernie Lee of the SFWD, the subject property has never been used under permit or leased.

4. Mr. Dowd reports that the proposed lease includes a section under which the tenant, Cisco Systems, Inc., (1) agrees to comply with the provisions of the Domestic Partner Benefits Ordinance as of June 1, 1997, the effective date of the Domestic Partners Benefits Ordinance; and (2) is forbidden from discrimination based on any of the criteria listed in Chapter 12B and 12C of the San Francisco Administrative Code.

5. The proposed resolution should be amended to provide retroactive authorization, because the subject lease term began on February 11, 1997.

**Recommendation:** Amend the proposed resolution to provide retroactive authorization, and approve the proposed resolution as amended.

Memo to Finance Committee  
April 9, 1997

Item 10 - File 162-97-1

**Department:** Chief Administrative Officer

**Item:** Hearing transmitting communications from the Chief Administrative Officer (CAO) regarding the Annual Joint Fundraising Drive.

**Description:** Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the CAO to review all applications from charitable organizations to participate in the Annual Joint Fundraising Drive and to recommend to the Board of Supervisors whether applicants qualify to participate in accordance with criteria set forth in Section 16.93-2.

In this communication, the CAO states that his office has reviewed the five charitable organizations that have applied to participate in the City's 1997 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2. The CAO reports that all five charitable organizations comply with the Section 16.93-2 criteria. The CAO's summary of findings regarding the City's criteria and the five applicant charitable organizations can be found in the Attachment.

Section 16.93-4 of the Administrative Code also requires the Board of Supervisors to designate, by resolution prior to May 1, 1997, those agencies that have applied to participate in the 1997 Annual Joint Fundraising Drive. The five charitable organizations that have applied to participate in the 1997 Annual Joint Fundraising Drive are as follows:

Bay Area Black United Fund, Inc.  
Combined Health Appeal of California  
Earth Share of California  
The Progressive Way  
The United Way of the Bay Area

**Comment:** According to Ms. Jill Lerner of the DAS, the organizations listed above represent five of the six organizations that participated in the 1996 Annual Joint Fundraising Drive. Ms. Lerner reports that Local Independent Charities of America did not submit an application to participate in the 1997 Annual Joint Fundraising Drive.

Memo to Finance Committee  
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**Recommendation:** Prepare in and report out a resolution designating the five qualifying charitable organizations to participate in the City's 1997 Annual Joint Fundraising Drive, as listed above.

## SUMMARY OF FINDINGS

### 1997 Review of Applications To Participate in Annual Fundraising Drive

#### SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 162-97-001 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All five organizations that applied for participation in the 1997 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

#### CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement.

Criterion A: Be a federated agency representing 10 or more charitable organizations of which 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising or otherwise doing business in those counties.

1. Bay Area Black United Fund, Inc.

Bay Area Black United Fund, Inc. represents 45 organizations, all of which are located in the Bay Area.

2. Combined Health Appeal

Combined Health Appeal represents 40 national health agencies of which at least 50 percent have offices located in the Bay Area.

3. Earth Share of California (Environmental Federation of California)

Earth Share of California represents 91 organizations of which 50 percent or more are located in the Bay Area.

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4. The Progressive Way

The Progressive Way represents 53 organizations, 50 percent or more of which are located in the Bay Area.

5. United Way of the Bay Area

United Way of the Bay Area represents 349 organizations, all of which are located in the Bay Area.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

All applicants either stated in letters to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-2 which constitutes "certification."

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1996.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents, as detailed below:

1. Bay Area Black United Fund, Inc. provided financial statements dated December 31, 1994 and an independent auditor's report by Johnny Willis, CPA, dated July 24, 1995.



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2. Combined Health Appeal of California provided financial statements for the year ended June 30, 1996 and an independent auditors' report prepared by Rooney, Ida, Nolt and Ahern, CPAs, dated July 26, 1996.
3. Earth Share of California provided a financial statement dated June 30, 1996 and an independent auditors' report dated October 6, 1996 by Bregante & Company, LLP.
4. The Progressive Way provided financial statements for the year ended 1995 and an independent auditors' report by Crosby & Kaneda, CPAs, dated June 14, 1996.
5. United Way of the Bay Area provided a financial statement of June 30, 1996 and the independent auditor's report by Hood & Strong, LLP, dated December 20, 1996.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete, although clarification may have been necessary to conduct this review.

Therefore, all applicants were in compliance with Criterion E.



Item 11 - File 101-95-71.2

**Department:** Department of Public Works (DPW)

**Item:** Hearing to consider release of reserved funds in the amount of \$7,350,752, to fund the ongoing City Hall seismic retrofit and earthquake damage repair project.

**Amount:** \$7,350,752

**Source of Funds:** 1995 City Hall Improvement Bond Funds

**Description:** In November 1995, San Francisco voters approved a \$63,590,000 bond issuance to support non-seismic improvements to City Hall (Proposition A). These improvements include increased disability access, telephone and data wiring, electrical service, hazardous material abatement, repair and refurbishment of the copper dome, exterior railings and various other expenditures. In July 1996, the Board of Supervisors appropriated \$57,902,290 of the 1995 City Hall Improvement Bond Funds, placing \$43,524,203 on reserve pending selection of construction contractors and information regarding their MBE/WBE status. A total of \$7,350,752 is now proposed for release from reserve. The attachment to this report identifies all contractors and subcontractors to be used, their MBE/WBE status, and the cost of their services related to this release of reserve.

The proposed release of reserve would cover the cost of the following aspects of the City Hall non-seismic improvements: (1) infrastructure fire protection, providing a total of \$853,499 for installation of a fire sprinkler system; (2) telecommunications work, providing a total of \$3,251,074 for design and installation of all data and communications cabling throughout the building ; (3) infrastructure electrical work, providing a total of \$769,021 for installation of the main electrical supply to all floors of the building and electrical work in the public spaces; and (4) infrastructure mechanical and plumbing work, providing a total of \$2,477,158 for installation of heating, ventilation, air conditioning and plumbing to all areas except office work areas, which will be installed at a later date.

Mr. Tony Irons, DPW Project Manager, states that the prime contractors to be used for the fire protection, the electrical work and the mechanical and plumbing work (see attachment) were all selected through a competitive bid process for the City Hall Seismic Retrofit Project. These

prime contractors work as subcontractors to the general contractor for both the Seismic Retrofit Project and the City Hall Non-Seismic Improvement Project, which is Huber Hunt & Nichols. The prime contractors, in turn, subcontract with other firms to perform portions of their work, as shown in the Attachment. The existing contracts with each of the listed prime contractors and the general contractor would be modified to include the subject work. Mr. Irons states that it is necessary to use the same contractors for all fire protection, electrical and plumbing work on both projects, in order to insure that the City can obtain fully warrantable building-wide systems.

Mr. Irons reports that the prime contractor for the telecommunications work, Siemens Rolm Communications, Inc., was selected under a Citywide Master Agreement entered into in December, 1995 through a competitive bid process and administered by the Department of Telecommunications & Information Services (DTIS).

**Comments:**

1. Mr. Irons states that the City Hall Non-Seismic Improvement Project is scheduled to be completed by January 1, 1999. Mr. Irons advises that the DPW plans to submit another request for release of reserved funds for this project prior to the close of FY 1996-97, to fund a variety of tenant improvements (i.e. architectural, rather than infrastructure, improvements).

2. Of this total request of \$7,350,752, \$1,473,395, or 20 percent has been allocated to MBE/WBE firms as shown in the Attachment.

**Recommendation:** Approve the requested release of reserved funds.

## Project Cost Breakdown

<b>Infrastructure Fire Protection</b>		
Subcontractors: MBE 17.8% / WBE 21.7%		
O'Campotalo (material supplier MBE)		122,791
Vickers (coring subcontractor MBE)		8,000
Potter Fire Protection (labor WBE)		160,000
Cosco Fire Protection, Inc.		443,984
Subtotal Fire Protection Subcontractors	734,775	
General Contractor: Huber, Hunt & Nichols		118,724
Subtotal Fire Protection Change Order		853,499
<b>Telecommunications Work</b>		
Subcontractors: MBE 5.8% / WBE 3.4%		
Millard Tong Construction Co. (cabling MBE)		159,440
LMB Associates (system design WBE)		94,059
Siemens Rolm Communications, Inc.		2,452,924
Subtotal Telecommunications Subcontractors	2,706,423	
General Contractor: Huber, Hunt & Nichols		544,651
Subtotal Telecommunications Change Order		3,251,074
<b>Infrastructure Electrical Work</b>		
Subcontractors: MBE 18.6% / WBE 8.6%		
L.C. Electric, Inc. (electric switchgear MBE)		123,141
Omega Pacific Electric Supply, Inc. (material WBE)		57,377
Rosendin Electric, Inc.		481,530
Subtotal Electrical Subcontractors	662,048	
General Contractor: Huber, Hunt & Nichols		106,973
Subtotal Electrical Change Order		769,021
<b>Infrastructure Mechanical &amp; Plumbing Work</b>		
Subcontractors: MBE 35.2% / WBE 0%		
Kent Lim & Co., Inc. (mechanical MBE)		748,587
J. Gibbs & Sons, Plumbing		1,377,705
Subtotal Mechanical & Plumbing Subcontractors	2,126,292	
General Contractor: Huber, Hunt & Nichols		350,866
Subtotal Mechanical & Plumbing Change Order		2,477,158
<b>Total Request For Release From Reserve</b>		<b>7,350,752</b>





Memo to Finance Committee  
April 23, 1997

Item 12 - File 100-96-1.7

**Note:** This item was continued by the Finance Committee at its meeting of April 9, 1997.

**Departments:** District Attorney

**Item:** Hearing to consider release of reserved funds for computer equipment for the District Attorney's Office.

**Amount:** \$141,500

**Source of Funds:** Monies reserved in the District Attorney's FY 1996-97 Budget

**Description:** In the District Attorney's FY 1996-97 budget, the Board of Supervisors approved but reserved \$141,500 for computers and related equipment. The District Attorney's Office is requesting the release of the reserved funds to purchase computers and related equipment. According to data provided by Mr. Reginald Smith of the District Attorney's Office, the budget for the reserved funds is as follows:

**Computer Equipment:**

1 Netware 4.1 100 User License	\$3,549
2 Bay Network Hubs	5,400
2 HP Printers	6,584
53 Corel Wordperfect 7.0	<u>7,367</u>
Subtotal	\$22,900
23 Workstations for Attorneys and Support Staff	<u>64,260</u>
Subtotal: All Equipment	\$87,160
2 % Prompt Payment Discount	(1,743)
Sales Tax	<u>7,260</u>
<b>Subtotal: Computer Equipment</b>	<b>\$92,677</b>

**Services of Other Departments:**

1) Department of Telecommunications and Information Services	
• Installation of a direct line to an IBM Mainframe computer	7,600
• Training for attorneys and support staff	27,500
2) Trial Courts Information Technology Group	
• Formatting of case information and the required programming/testing	12,400
<b>Subtotal: Services of Other Departments</b>	<b><u>\$47,500</u></b>
<b>TOTAL</b>	<b>\$140,177</b>

According to Mr. Smith, the District Attorney's Office currently has 70 stand-alone computers and 27 networked computers for a total of 97 computers. Mr. Smith states that currently approximately 59%, or 133 employees of the District Attorney's Office staff of 224 (excluding the Family Support Bureau), including 108 attorneys and 116 clerical and investigative staff, have computers. Mr. Smith advises that the new computers are needed to provide greater access to computers among the staff at the District Attorney's Office.

**Comments:**

1. According to Mr. Smith, \$27,500 of the \$141,500 reserved funds would be used to pay the Department of Telecommunications and Information Services (DTIS) for computer training for approximately 200 employees of the District Attorney's Office. Attachment I contains information about the classes which would be attended and the cost per attendee.

2. Attachment II, provided by the District Attorney's Office, contains the actual quotations in the amounts of \$64,260 and \$22,900 obtained by the Purchaser's Office for the requested computer equipment. The total cost of the computer equipment, including Sales Tax of \$7,409, is \$94,569.

However, as indicated on the quotation forms, the District Attorney's Office would be eligible for a 2 percent prompt payment discount on the total cost of the equipment if the order is paid for within 31 days. Mr. Wade Barret, Account Manager at CIBER Network Services, Inc., a vendor approved by the Purchaser's Office for this purchase, clarified that the District Attorney's Office would have 31 days from the receipt of the computer equipment to pay the invoice and receive the 2 percent prompt payment discount. Therefore, the budget shown above includes the 2 percent prompt payment discount in the amount of \$1,743, which results in a revised Sales Tax amount of \$7,260. Mr. Jay Manglicnot of the Controller's Office states that, upon approval of this request for release of reserved funds, the Controller's Office would be able to pay the vendor within the time period necessary in order to take advantage of the prompt payment discount offer.

The Budget Analyst notes that, by incorporating savings attributed to the prompt payment discount into the proposed budget, the proposed budget is \$140,177, or \$1,323 less than the requested release of reserve in the amount of \$141,500.

3. Attachment III, provided by DTIS, is an estimate in the amount of \$7,600 for the labor (\$5,900) and materials (\$1,700) required to install a line direct line to connect the computers in the District Attorney's Office with the Trial Court's IBM Mainframe computer. Mr. Ken Buhagiar of DTIS advises that the cost estimate for labor was based on approximately 72 hours of work at an average hourly rate of \$82.12.

4. According to Mr. Smith, \$12,400 of the reserved funds would be used to pay the Trial Courts for costs associated with the installation of the mainframe connection between the computers in the District Attorney's Office and the Trial Court's computer systems. Attachment IV, provided by the Trial Courts, is an estimate of those costs.

5. Attachment V is a memorandum confirming the Electronic Information Processing Steering Committee's (EIPSC) recommendations for the computers and related equipment proposed in this request.

**Recommendation:** In accordance with Comment No. 2 above, release \$140,177 and continue to reserve \$1,323.



TERENCE HALLINAN  
DISTRICT ATTORNEY  
CITY AND COUNTY OF SAN FRANCISCO

---

Attachment I

COMPUTER CLASS TRAINING through City and County of S.F. ISD

Microcomputer overview	- 005 attendees @ \$40 = \$ 200
Windows 95 Introduction	- 100 attendees @ \$75 = \$ 7,500
Word Perfect 7.0 for Windows 95	- 150 attendees @ \$75 = \$11,250 (Introduction)
Word Perfect 7.0 for Windows 95	- 075 attendees @ \$75 = \$ 5,625 (Intermediate)
Powerpoint 7.0 for Windows 95	- 030 attendees @ \$75 = \$ 2,250
Novell Netware	- 002 attendees @ \$300 = \$ 600
Microsoft Excel	- 001 attendee @ \$75 = \$ 75 (Intermediate)

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TOTAL	\$ 27,500
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APR-08-1997 09:55

SAN FRANCISCO DIST. ATTY.

4155531086 P.03/10

CITY STORE QUOTATION FORM  
CITY AND COUNTY OF SAN FRANCISCO  
REQUISITION ADDENDUM  
2014-2015

1	23	COMPAQ 5166 P166/ 2.5GB-HD / 32MB / 8 X CD ROM CACHE 256KB	244150	\$1,893.00	\$43,539.00
2	23	COMPAQ BUSINESS-AUDIO UPGRADE KIT	185430-002	\$112.00	\$2,576.00
3	23	US ROBOTIC MODEM / X.2 56K	18680	\$270.00	\$6,210.00
4	23	MADGE TOKEN RING CARD 4/16	51-02	\$270.00	\$6,210.00
5	5	TYPHOON IBM VOICETYPE W/HEADSET AND LEGAL MODULE	TYPHOONIBM	\$225.00	\$1,125.00
6	23	MONITOR 14" COLOR 1024	VL400	\$200.00	\$4,600.00

Payment Terms: Net 31 Days/ 2% discount for prompt payment  
CIBER Network Services Inc.

ACCOUNT MANAGER: WADE BARRETT PH: 415-281-6136 FAX: 415-281-6001  
ATTN: MR. REGINALD SMITH PHONE 553-1741 FAX 553-1737

Subtotal this Page  
DATE: 4-7-97 Tax this Page

ETA: \_\_\_\_\_

Total this Page

\$69,722.10

Subtotal this Page	\$64,260.00
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\$5,462.10

APR-08-1997 09:56

SAN FRANCISCO DIST. ATTY.

4155531086

P.04/10

CITY STORE QUOTATION FORM  
CITY AND COUNTY OF SAN FRANCISCO  
REQUISITION ADDENDUM

1	1	NETWORK 4.1.1 INTRANETWARE LICENSE 50 USER	0066264120065	\$3,549.00	\$3,549.00
2	53	COREL WORDPERFECT 7.0	749740	\$139.00	\$7,367.00
3	2	HP 5SI PRINTERS WITH NIC (NETWORK INTERFACE)	5SI	\$3,292.00	\$6,584.00
4	1	BAYNETWORKS 2706B	2706B	\$1,775.00	\$1,775.00
5	1	BAYNETWORKS 2716SA	2716SA	\$3,625.00	\$3,625.00

Payment Terms: Net 31 Days/ 2% discount for prompt payment

**CIBER Network Services Inc.**

**ACCOUNT MANAGER: WADE BARRETT**  
**PH: 415-281-6136**  
**FAX: 415-281-6001**

ATTN: Reginald Smith

PHONE 553-1741 FAX 553-1737

ETA:

Subtotal this Page	\$22,900.00
Tax this Page	\$1,946.50
Total this Page	\$24,846.50



Attachment III

## City and County of San Francisco

## Department of Telecommunications and Information Services (DTIS)


## Division of Telecommunications

(formerly Department of Electricity and Telecommunications - DET)

901 Rankin Street San Francisco, CA 94124

(415) 550-2700 (General Information) (415) 550-2710 (General Manager) (415) 550-2773 or 550-2728 (FAX)

April 8, 1997

THROUGH: Fred Weiner, Acting General Manager 

Reg Smith  
 District Attorney  
 850 Bryant, Room 326  
 San Francisco, California 94102

Dear Reg,

The following is an estimate for the cost of labor and materials to install a fiber backbone between Room 101 and your computer room in Room 326 at the Hall of Justice.

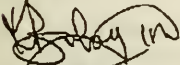
Estimated Labor	\$ 5,900.00
Estimated Materials	\$ 1,700.00
Total Estimate	\$ 7,600.00

No major revision due to any hidden problem will be carried out prior to your authorization. The final cost is subject to adjustment by the actual work performed. If asbestos or other hazardous material is discovered at your facility, delays in completion of project may occur. Cost for abatement will be the responsibility of your department.

Upon receipt of your work order, we will order the materials and schedule the work. This quote is good for 60 days.

If there are any questions, please feel free to call me at 550-2725. Thank you for your patience.

Sincerely,



FOR JDEROEN

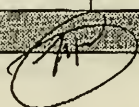
Joseph DeRouen  
 Facilities Manager

cc: Nancy Lillegard  
 Carolyn Haynes

Post-It™ brand fax transmittal memo 7671		# of pages >
To: Reg Smith	From: N. Lillegard	
Co.	Ca. 550-2960	
Dept.	Phone # 1st Bldg	
Fax #	Fax # 550-2747	

**EQUIPMENT LIST****DISTRICT ATTORNEY'S LAN CONNECTION  
TO THE  
TRIAL COURTS' WAN**

Qty	Item Description	Item Cost	Total Cost
1	3m Duplex ST2 - ST2 Fiber Jumper BN24E	\$68.00	\$68.00
1	3m Duplex ST2 - ST2 - Fiber Jumper BN23E	68.00	68.00
1	Fiber Switch Array	7,651.60	7,651.60
24	1m 10b-T Patch Cords	3.07	73.68
24	3m 10b-T Station Cables	6.78	162.72
24	ISA Ethernet Cards	119.00	2,856.00
16	Hours of Labor by Trial Courts' Information Technology Group Personnel	95.00	1,520.00
Total			\$12,400.00





CITY AND COUNTY OF SAN FRANCISCO  
ELECTRONIC INFORMATION PROCESSING STEERING COMMITTEE

Edward Harrington, Controller  
EIPSC Chair

MEMORANDUM

DATE: April 4, 1997  
TO: Reginald Smith, Office of the District Attorney  
FROM: Sandy Rosen, Ph.D., EIPSC Staff Consultant  
SUBJECT: EIPSC 96PLN-04 FY 1996-97

The Electronic Information Processing Steering Committee (EIPSC) has reviewed the information submitted by the Office of the District Attorney and has approved the release of the "Reserve" formerly placed on the 1996-97 Three Year Information Master Plan for the amount of \$141,500.

cc: Mary Fitzpatrick, Purchasing  
Chung-Han Lee, Budget Analyst





Item 13 - File 101-90-86.5

**Departments:** Police Department

**Item:** Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$145,600, to fund unanticipated costs of the construction of the Mission Police Station.

**Amount:** \$145,600

**Source of Funds:** Interest earnings from 1987 Police Facilities Improvement Bond Fund

**Description:** In June of 1987, the San Francisco electorate approved a \$28 million General Obligation Bond to improve Police Department facilities. To date, \$27,999,987 in bonds have been sold and appropriated. In addition, \$4,999,314 in interest earnings have been appropriated for a total of \$32,999,301. Of that amount, \$389,842 remain on reserve.

The Police Department is requesting a release of \$145,600 in previously reserved funds in order to fund, in part, unanticipated costs totaling \$297,260 for the construction of the Mission Police Station as follows:

(1) The construction of the Mission Police Station uncovered contaminated soil during excavation work. Costs for the toxic abatement, including removing the contaminated soil from the site and replacing such soil with clean fill, totaled \$123,933.

(2) After construction had begun, the Department of Building Inspection required additional work in order to comply with the accessibility requirements under the Americans with Disabilities Act (ADA). The Police Department expanded the project to include additional accessible bathrooms and accessible police officer areas at a cost \$173,327.

Attachment I is a memorandum from Mr. Gary Hoy of the Department of Public Works detailing the expenditures of \$123,933 for the toxic abatement and the \$173,327\* to comply with ADA requirements, totaling \$297,260 for the two projects.

\* Shown as \$173,297 on Attachment I.

Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

Of the \$297,260 needed to fund these unanticipated costs to complete the construction of the Mission Police Station, the Police Department is requesting a release of \$145,600 in previously reserved funds in interest earnings from the 1987 Police Facilities Improvement Bond Funds. The balance of \$151,660 is to be funded through the Police Department's pending supplemental appropriation request of \$660,903 from 1987 Police Facilities Improvement Bond Fund interest, according to Captain Alex Fagan of the Police Department.

**Comments:**

1. According to Mr. Hoy, Peak Engineering, an MBE firm, which is a subcontractor to the general contractor, Nibbi Lowe, Inc., a Joint Venture, was awarded the contract in the amount of \$123,933 for the toxic abatement work, including the removal and replacement of the contaminated soil.

2. According to Mr. Hoy, Nibbi Lowe, Inc., a Joint Venture, which was awarded the construction contract for the Mission Police Station, performed the additional ADA work at a cost of \$173,327. The joint venture consists of two firms: 1) Nibbi Brothers, which is not an MBE/WBE firm, and 2) Ernie Lowe and Sons, which is a certified MBE firm.

3. The Police Department has submitted three requests for release of reserved funds to pay for unanticipated costs in the construction of Mission Police Station, the renovation of Taraval Police Station, and the renovation of Park Police Station and Golden Gate Stables, totaling \$389,842, as follows:

Item 13, 101-90-86.5 (Mission Police Station)*	\$145,600
Item 14, 101-91-75.3 (Taraval Police Station)	\$123,892
Item 15, 101-91-75.4 (Park Police Station/Golden Gate Stables)	<u>\$120,350</u>
<b>Total Reserved Funds Requested</b>	<b>\$389,842</b>

\* The Mission Police Station is the subject of this request.

**Recommendation:** Approve the proposed release of reserved funds.

## Mission Police Station

Toxics	Proposed C.O. No.	Executed C.O. No.	Subcontract	General Contract	Material	Labor	Ov./Profi. Bond	Subtotal	TOTAL
	PCO 118	CO 110	105,898			10,965	5,285	1,112	112,305
	PCO 136	CO 102					548	115	11,628
			105,898	0	10,965	5,843	1,227	123,933	123,933

ADA	Proposed C.O. No.	Executed C.O. No.	Subcontract	General Contract	Material	Labor	Ov./Profi. Bond	Subtotal	TOTAL
	PCO 25	CO 95	13,421			255	812	145	14,833
	PCO 28 A	CO 46	71,613		2,720	1,846	5,187	814	82,180
	PCO 40	CO 31	18,734				935	188	19,867
	PCO 53	CO 40	4,914			2,764	1,772	95	9,545
	PCO 82	CO 74	13,807				690	145	14,642
	PCO 128	CO 81	9,482				474	100	10,056
	PCO 134	CO 100	449				24	5	478
	PCO 152	CO 124	308				6	3	317
	PCO 186	CO 136	10,430			3,040	978	144	14,592
	PCO 191	CO 148	4,330		315	1,087	428	62	6,221
	PCO 192	CO 135			315	344	99	8	765
			147,488	3,350	8,336	11,404	1,719	173,297	173,297

Date	4/18	# of pages	12
Post-It Fax Note	7671	From	Gary Hon
To	Chung Han Lee	Co.	B.O.A.
Co/Dept	B.O.A. Ave.	Phone	557-4677
Phone #	4-7647	Fax #	479
Fax #	252-0461		





Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

Item 14 - File 101-91-75.3

**Departments:** Police Department

**Item:** Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$123,892, for funding unanticipated costs in connection with renovation of the Taraval Police Station.

**Amount:** \$123,892

**Source of Funds:** Interest earnings from 1987 Police Facilities Improvement Bond Fund

**Description:** In June of 1987, the San Francisco electorate approved a \$28 million General Obligation Bond to improve Police Department facilities. To date, \$27,999,987 in bonds have been sold and appropriated. In addition, \$4,999,314 in interest earnings have been appropriated for a total of \$32,999,301. Of that amount, \$389,842 remain on reserve.

The Police Department is requesting a release of the \$123,892 in previously reserved funds in order to fund unanticipated costs totaling \$442,734 for the renovation of the Taraval Police Station as follows:

- (1) In order to provide continuing police operations during construction, the Police Department authorized the use of funds to lease a temporary facility in Park Merced to be used as a Police Station at a total cost of \$132,124. The lease was approved by the Board of Supervisors in October of 1993 (File No. 64-93-26.1).
- (2) State regulations changed following receipt of the construction bids requiring the abatement of lead containing materials. The Department of Public Works abated the lead at a total cost of \$78,744.
- (3) Following the Northridge Earthquake of 1994, the State Architect issued an emergency Building Code revision for steel frame structures requiring additional structural steel strengthening at a total cost of \$66,170.
- (4) After construction had begun, the Department of Building Inspection required additional work in order to comply with the accessibility requirements under the Americans with Disabilities Act (ADA). The Police Department expanded the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

project to include additional accessible bathrooms and accessible police officer areas at a cost \$165,696.

Attachment I is a memorandum from Mr. Gary Hoy of the Department of Public Works detailing the expenditures of \$132,124 for the tenant improvements and temporary lease, \$78,744\* for the lead abatement, \$66,170 for the additional structural steel strengthening, and \$165,696\*\* to comply with ADA requirements, totaling \$442,734 for the four projects.

\* Shown as \$78,878 on Attachment I.

\*\* Shown as \$165,994 on Attachment I.

Of the \$442,734 needed to fund these unanticipated costs to complete the renovation of the Taraval Police Station, the Police Department is requesting a release of the \$123,892 in previously reserved funds in interest earnings from the 1987 Police Facilities Improvement Bond Funds. The balance of \$318,842 is to be funded through the Police Department's pending supplemental appropriation request of \$660,903 from 1987 Police Facilities Improvement Bond Fund interest, according to Captain Alex Fagan of the Police Department.

**Comments:**

1. According to Mr. Hoy, following the receipt of bids and a change requested by the Police Department, the Taraval Police Station renovation project was modified to include the lease of a former bank facility in Park Merced to be used as the temporary Police Station resulting in additional costs to the project. The Board of Supervisors approved the lease in October of 1993 (File No. 64-93-26.1) to be paid through Taraval Police Station renovation project funds. However, Mr. Hoy states that no funds were included for the lease in the original appropriations for the Taraval Police Station project. The City leased the facility for approximately 26.5 months from December of 1993 to March of 1996 at a rent of \$5,000 per month, totaling \$132,124. The \$132,124 in expenditures is to fund only the lease payments to the Park Merced Corporation.

2. According to Mr. Hoy, both Acumen Industrial Hygiene, Inc. and Marcor of California, Inc. were awarded the contract for the abatement of lead containing materials totaling \$78,744. Acumen Industrial Hygiene, a certified MBE firm, performed the testing and monitoring of the lead abatement, and Marcor of California, Inc. which is not an MBE/WBE firm, performed the actual removal of the lead containing materials.

Memo to Finance Committee  
April 23, 1997 Finance Committee Meeting

3. According to Mr. Hoy, Transworld Construction, Inc., a certified MBE firm, which was awarded the construction contract for the renovation of Taraval Police Station, performed the additional ADA work at a cost of \$165,696. Transworld Construction, Inc. also performed the additional structural steel strengthening work at a cost of 66,170.

4. The Police Department has submitted three requests for release of reserved funds to pay for unanticipated costs in the construction of Mission Police Station, the renovation of Taraval Police Station, and the renovation of Park Police Station and Golden Gate Stables, totaling \$389,842, as follows:

Item 13, 101-90-86.5 (Mission Police Station)	\$145,600
Item 14, 101-91-75.3 (Taraval Police Station)*	\$123,892
Item 15, 101-91-75.4 (Park Police Station/Golden Gate Stables)	<u>\$120,350</u>
<b>Total Reserved Funds Requested</b>	<b>\$389,842</b>

\* The Taraval Police Station is the subject of this request.

**Recommendation:** Approve the proposed release of reserved funds.

SUPPLEMENTAL APPROPRIATION AND RELEASE OF RESERVE

Taraval Police Station

ADA	Proposed C.O. No.	Executed C.O. No.	Subcontract	General Contract	Material	Labor	Ovhl./Profit	Bond	Subtotal	TOTAL
	PCO 45 ADA	Change Order 28			19,470	29,228	18,484	502	67,884	
	PCO 63 ADA	Change Order 35			1,807	2,078	1,417	40	5,342	
	PCO 53 ADA	Change Order 45	(500)				(25)	(4)	(528)	
	PCO 42 ADA	Change Order 31	2,400				120	19	2,538	
	PCO 40 ADA	Change Order 47	10,344				517	81	10,942	
	PCO 39 ADA	Change Order 25	44,717				2,236	352	47,305	
	PCO 37 ADA	Change Order 31	32,075				1,604	253	33,932	
	PCO 38 ADA	Change Order 32	13,324				666	105	14,095	
	PCO 52 ADA	Change Order 30	48,000				2,400	378	50,778	
	PCO 34 ADA	Change Order 22	150,360		21,277	31,306	27,419	1,726	165,994	165,994

Steel	Proposed C.O. No.	Executed C.O. No.	Subcontract	General Contract	Material	Labor	Ovhl./Profit	Bond	Subtotal	TOTAL
	PCO 48 STL	Change Order 32	10,124				506	80	10,710	
	PCO 56.A STL	Change Order 46	4,801				240	38	5,079	
	PCO 56.B STL	Change Order 49	14,975						14,975	
	PCO 56.C STL	Change Order 48	18,583				980	154	20,727	
	PCO 65 STL	Change Order 49	4,245				212	33	4,490	
	PCO 113 STL	Change Order 56	6,585				329	52	6,966	
	PCO 115 STL	Change Order 56	530				26	4	560	
	PCO 181 STL	Change Order 72	2,663						2,663	
			63,516				2,293	361	66,170	66,170

Lead	Proposed C.O. No.	Executed C.O. No.	Subcontract	General Contract	Material	Labor	Ovhl./Profit	Bond	Subtotal	TOTAL
	Acumen Invoice #SF940225								7,503	
	Marcor Environmental								71,375	78,878

TPA Park Merced Lease 132,124



Item 15 - File 101-91-75.4

**Departments:** Police Department

**Item:** Hearing to consider release of reserved funds, Police Department (1987 Police Facilities Improvement Bond Fund), in the amount of \$120,350, for funding unanticipated costs of the Park Police Station and the Golden Gate Stables.

**Amount:** \$120,350

**Source of Funds:** Interest earnings from 1987 Police Facilities Improvement Bond Fund

**Description:** In June of 1987, the San Francisco electorate approved a \$28 million General Obligation Bond to improve Police Department facilities. To date, \$27,999,987 in bonds have been sold and appropriated. In addition, \$4,999,314 in interest earnings have been appropriated for a total of \$32,999,301. Of that amount, \$389,842 remain on reserve.

The Police Department is requesting a release of the \$120,350 in previously reserved funds in order to fund unanticipated costs totaling \$203,880 for the renovation of the Park Police Station and Golden Gate Stables as follows:

(1) To facilitate construction, the Police Department leased, renovated, and removed temporary trailers for the Park Police Station beginning in June of 1994 until October of 1995 at a total cost of \$138,532.

(2) Following the winter storms of 1996, the Golden Gate Stables roof was damaged. The roof was replaced by Western Roofing Service, which is not an MBE/WBE firm, at a total cost of \$33,247.

(3) After construction had begun, the Department of Building Inspection required additional work in order to comply with the accessibility requirements under the Americans with Disabilities Act (ADA). The Police Department expanded the project to include additional accessible bathrooms and accessible police officer areas at a cost \$32,101.

Attachment I is a memorandum from Mr. Gary Hoy of the Department of Public Works detailing the expenditures of \$138,532 for the renovation and the temporary lease of trailers, \$33,247 for the roof replacement at Golden Gate



Stables, and \$32,101 to comply with ADA requirements, totaling \$203,880 for the three projects.

Of the \$203,880 needed to fund these unanticipated costs to complete the Park Police Station and Golden Gate Stables, the Police Department is requesting a release of \$120,350 in previously reserved funds in interest earnings from the 1987 Police Facilities Improvement Bond Funds. The balance of \$83,530 is to be funded through the Police Department's pending supplemental appropriation request of \$660,903 from 1987 Police Facilities Improvement Bond Fund interest, according to Captain Alex Fagan of the Police Department.

**Comments:**

1. According to Mr. Hoy, Nibbi Lowe, Inc., a Joint Venture, was awarded the contract to lease, renovate, and remove temporary trailers for the Park Police Station at a total cost of \$138,532. The joint venture consists of two firms: 1) Nibbi Brothers, which is not an MBE/WBE firm, and 2) Ernie Lowe and Sons, which is a certified MBE firm.

2. According to Mr. Hoy, Western Roofing Service, an LBE firm, which is a subcontractor to the general contractors, Barnes/Lem, a Joint Venture, an MBE firm, was awarded the contract for the roof replacement at Golden Gate Stables totaling \$33,247. Western Roofing Service is not an MBE/WBE firm.

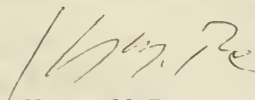
3. According to Mr. Hoy, Barnes/Lem, a Joint Venture, which was awarded the construction contract for the renovation of Park Police Station and Golden Gate Stables, performed the additional ADA work at a total cost of \$32,101. The joint venture consists of two firms: 1) Norman L. Barnes Construction company which is not an MBE/WBE firm, and 2) Lem Construction, Inc., which is a certified MBE firm.

4. The Police Department has submitted three requests for release of reserved funds to pay for unanticipated costs in the construction of Mission Police Station, the renovation of Taraval Police Station, and the renovation of Park Police Station and Golden Gate Stables, totaling \$389,842, as follows:

Item 13, 101-90-86.5 (Mission Police Station)	\$145,600
Item 14, 101-91-75.3 (Taraval Police Station)	\$123,892
Item 15, 101-91-75.4 (Park Police Station/Golden Gate Stables)*	<u>\$120,350</u>
<b>Total Reserved Funds Requested</b>	<b>\$389,842</b>

\* The Park Police Station and Golden Gate Stables is the subject of this request.

**Recommendation:** Approve the proposed release of reserved funds.

A handwritten signature in dark ink, appearing to read "Harvey M. Rose", is written over the printed name.

Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

## Park Police Station/Golden Gate Stables

Roofing	Proposed C.O. No.	Executed C.O. No.	Subcontract		General Contract		Ovht./Profit Bond	Subtotal	TOTAL
			Material	Labor	Material	Labor			
	PCO 4 Roofing	Change Order 5	26,825	840	1,468	437		29,570	
	PCO 43 Roofing	Change Order 9	3,450		173	54		3,677	
			30,275	0	1,641	491		33,247	33,247
ADA	Proposed C.O. No.	Executed C.O. No.	Subcontract		General Contract		Ovht./Profit Bond	Subtotal	TOTAL
			Material	Labor	Material	Labor			
	PCO 60 ADA	Change Order 14	28,289	992	1,666	474		32,101	32,101
Trailers	Proposed C.O. No.	Executed C.O. No.	Subcontract		General Contract		Ovht./Profit Bond	Subtotal	TOTAL
			Material	Labor	Material	Labor			
	PCO 8	CO 3	12,176		609	128		12,913	
	PCO 61	CO 36	34,456		1,723	362		36,541	
	PCO 66	CO 68	36,920	1,321	2,493	496		49,568	
	PCO 94	CO 64	7,022		351	74		7,447	
	PCO 115	CO 78	4,278		214	45		4,537	
	PCO 116	CO 73	14,516	2,570	1,310	197		19,918	
	PCO 129	CO 90		280	1,944	334		2,584	
	PCO 174	CO 128	4,329		649	50		5,028	
			113,697	4,171	11,603	7,683		138,532	138,532

# CALENDAR

## Finance Committee Board of Supervisors City and County of San Francisco

DOCUMENTS DEPT

APR 25 1997

SAN FRANCISCO  
PUBLIC LIBRARY

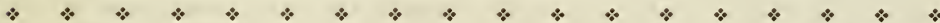
### REGULAR MEETING

WEDNESDAY, APRIL 30, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVE., ROOM 410  
SAN FRANCISCO, CA 94102

MEMBERS: Supervisors Susan Leal, Barbara Kaufman, Amos Brown

CLERK: Rosemary Little-Horanzky



### Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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The following services are available on request 48 hours prior to the meeting or hearing:

- ❖ For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- ❖ For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

WEDNESDAY, APRIL 30, 1997 - 1:00 P.M.

VETERANS BUILDING  
401 VAN NESS AVENUE  
ROOM 410

MEMBERS: SUPERVISORS SUSAN LEAL, BARBARA KAUFMAN, AMOS BROWN

CLERK: ROSEMARY LITTLE-HORANZY

1.

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR

- 1a. File 172-97-9. [Administrative Services Contract] Resolution authorizing retroactively, the Director of Public Health to execute an agreement, including indemnification, binding arbitration, and limited authority for the Director of Public Health to execute amendments, for the provision of administrative services to the Chinese Community Health Plan effective March 4, 1997. (Department of Public Health)  
**(FISCAL IMPACT, APRIL 10, 1997 - RECOMMENDED AS AMENDED TO THE BOARD BY THE HEALTH, FAMILY AND ENVIRONMENT COMMITTEE.)**
  
- 1b. File 172-97-10. [Administrative Services Contract] Resolution authorizing retroactively, the Director of Public Health to execute an agreement, including indemnification, binding arbitration, and limited authority for the Director of Public Health to execute amendments, for the provision of administrative services to the St. Luke's Physician Hospital Organization effective March 4, 1997. (Department of Public Health)  
**(FISCAL IMPACT, APRIL 10, 1997 - RECOMMENDED AS AMENDED TO THE BOARD BY THE HEALTH, FAMILY AND ENVIRONMENT COMMITTEE.)**

ACTION:



## REGULAR CALENDAR

2. File 238-97-1. [Filing Fee Increase, Dispute Resolution] Resolution amending Resolution No. 1118-96, relating to filing fees in the Superior and Municipal Courts authorized by Government Code Sections 26820.4, 26826, 26827, 68090, 72055 and 72056 to implement the state-enacted dispute resolution programs under the Business and Professions Code, by increasing the filing fee surcharge imposed by that resolution from three dollars (\$3) to eight dollars (\$8) in civil actions (other than small claims actions) where the monetary damages exceed two thousand five hundred dollars (\$2,500) and establish a filing fee surcharge of three dollars (\$3) in civil actions (other than small claims actions) where the monetary damages do not exceed two thousand five hundred dollars (\$2,500). (Supervisor Kaufman) (COMPANION MEASURE TO FOLLOWING FILE.)

ACTION:

3. File 97-97-18. [Dispute Resolution Fee] Ordinance amending Administrative Code Section 10.117-63 to authorize the Board of Supervisors to increase the surcharge on Superior and Municipal Court filing fees which are designated for the Dispute Resolution Program Fund. (Supervisor Kaufman) (COMPANION MEASURE TO PRECEDING FILE.)

ACTION:

4. File 97-97-19. [Health Service Plans & Rates of Contributions] Ordinance amending Administrative Code Section 16.157, approving Health Service System Plans and Rates of Contributions as adopted by the Health Service Board. (Department of Human Resources)  
(Continued from 4/23/97.)

ACTION:

5. File 101-96-58. [Appropriation, Department of Human Services] Ordinance appropriating \$1,179,113, Department of Human Services, of Federal and State Revenues for the Greater Avenues to Independence Program (GAIN) for fiscal year 1996-97. (Creation of eighteen (18) positions, payment to non-profit service providers, aid assistance, materials and supplies and equipment); companion measure to File 102-96-15. RO #96273. (Controller)  
(COMPANION MEASURE TO THE FOLLOWING FILE.)  
(Continued from 4/23/97.)

ACTION:

6. File 102-96-15. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of eighteen (18) positions (Class 9912 Public Service Aide (12), 2912 Senior Social Worker (6)); companion measure to File 101-96-58. (Department of Human Resources)  
(COMPANION MEASURE TO THE PRECEDING FILE.)  
(Continued from 4/23/97.)

ACTION:

7. File 101-96-59. [Appropriation, Department of Human Services] Ordinance appropriating \$894,659, Department of Human Services, of Federal and State Revenues, for the implementation of Child Welfare Services/Case Management System and the Teen Parenting Disincentive Program for fiscal year 1996-97. (Creation of thirteen (13) positions and payments for salaries, fringes, overtime, professional services and equipment); companion measure to File 102-96-16. (COMPANION MEASURE TO THE FOLLOWING FILE.)  
(Continued from 4/23/97.)

ACTION:

8. File 102-96-16. [Salary Ordinance Amendment, Dept of Human Services] Ordinance amending Ordinance No. 298-96 (Annual Salary Ordinance, 1996/97) Department of Human Services, reflecting the creation of thirteen (13) positions (Class 2916 Social Worker Specialist (1), 2912 Senior Social Worker (1), 2940 Child Welfare Worker (8), 2944 Child Welfare Supervisor (1), 2904 Human Services Technician (1), 1819 MIS Specialist III); companion measure to File 101-96-59. (Department of Human Resources) (COMPANION MEASURE TO THE PRECEDING FILE.)  
(Continued from 4/23/97.)

ACTION:

9. File 101-96-61. [Appropriation, Department of Environment] Ordinance appropriating \$96,920, Department of Environment, from General Fund Reserve, for materials and supplies, equipment and services of other departments to cover the cost of office space and other related activities for fiscal year 1996-97. RO #96271. (Supervisor Leal)

ACTION:

10. File 101-96-62. [Appropriation, Department of Elections] Ordinance appropriating \$927,045, Department of Elections, (\$290,970 from the General Fund Reserve and \$636,066 from SB90 and other General Government Revenues) for salaries, fringe benefits and other current expenses for fiscal year 1996-97; providing for ratification of action previously taken. RO #96272. (Controller)

ACTION:

11. File 101-96-63. [Appropriation, Ethics Commission] Ordinance appropriating \$17,190, Ethics Commission, from the General Fund Reserve for salaries, fringe benefits and other current expenses (expansion of Proposition 208), for fiscal year 1996-97. RO #96283. (Controller)

ACTION:

12. File 27-97-5. [Termination of Lease, Shell Oil Company] Resolution approving early termination of leases between Shell Oil Company and the City and County of San Francisco, acting by and through its Airport Commission. (Airport Commission)

ACTION:

13. File 101-96-65. [Appropriation, DPH-Mental Health] Ordinance appropriating \$1,670,000, DPH-Mental Health, to fund various substance abuse services for fiscal year 1996-97 (\$670,000 from the General Fund Reserve, \$500,000 from Short-Doyle Medi-Cal and \$500,000 from a SAMHSA Block Grant). RO #96281. (Supervisor Leal)

ACTION:

14. File 101-96-66. [Appropriation, Dept. of Public Health] Ordinance appropriating \$16,063,216, Department of Public Health, of patient revenue, Short-Doyle Medi-Cal realignment and tobacco tax revenues to salaries, fringe benefits, professional services, pharmaceuticals and services of other departments at San Francisco General Hospital and appropriating \$1,783,363 of realignment and Short-Doyle Medi-Cal revenue to medical services contracts at Community Mental Health, to adjust the budget in fiscal year 1996-97 based on current revenue and expenditure projections. RO #96285. (Controller)

ACTION:

15. File 96-97-2. [Sale of Surplus Property] Resolution authorizing the sale of 5.216 Acres of land of Water Department surplus real property located in Sunol, Alameda County, to the State of California for \$64,500. (Real Estate Department)

ACTION:

16. File 165-97-4. [Police Department Management Audit] Hearing to consider the results of the Budget Analyst management audit of the Police Department. (Supervisor Kaufman)

ACTION:

17. File 207-97-9. [Police Department Staffing] Hearing to address implementation of the Charter provision for full staffing of the Police Department. (Supervisor Medina)

ACTION:

18. File 30-97-6. [Public Health Contract] Resolution authorizing the Director of Health to enter into a contract with Public Health Foundation Enterprises, Inc. to engage in a preventive HIV vaccine efficacy trial. (Supervisor Katz)

ACTION:

19. File 65-97-5. [Lease, PUC/Sprint Spectrum, L.P.] Resolution authorizing a one (1) year and three hundred and sixty four (364) day (with one three (3) year option and two five (5) year options) lease of PUC land between the City and County of San Francisco and Sprint Spectrum, L.P., in San Francisco County. (Public Utilities Commission)

ACTION:

20. File 65-97-6. [Lease, Sprint Spectrum, L.P.] Resolution authorizing a one (1) year and three hundred sixty four (364) day with one eight (8) year and one (1) day option lease of PUC land between the City and County of San Francisco and Sprint Spectrum, L.P., in Alameda County. (Public Utilities Commission)

ACTION:

21. File 100-96-1.9. [Reserved Funds, PUC-Water Department] Hearing to consider release of reserved funds, PUC-Water Department, in the amount of \$550,000, for professional and specialized services of a contractor to develop policies and procedures and staff training for water treatment, system operations, and emergency responses. (PUC-Water Department)

ACTION:

22. File 101-90-97.1. [Reserved Funds, Municipal Railway] Hearing to consider release of funds, Municipal Railway (Small Grants Projects), in the amount of \$170,000 to fund the cable car system safety and code compliance-oil separator project. (Municipal Railway)

ACTION:

23. File 101-96-15.1. [Reserved Funds, Airport] Hearing to consider release of reserved funds, Airport, (Airport Revenue Bonds, Issue 13), in the amount of \$152,491,000 to partially fund the contractual services of Tutor-Saliba Corporation, for the S.F. International Terminal general construction. (Airport Commission)

ACTION:

#### LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. Now pending:

File No. 240-97-1, Draft Ordinance, Labor/Management Card Check Representation, union registration, (Ammiano), 30 day Rule expires 5/1/97.

File No. 97-97-20, General Assistance Grants, (Mayor), 30 day Rule expires 5/8/97.

File No. 69-97-1, Legislative Analysts, Board of Supervisors, (Supervisor Kaufman), 30 day Rule expires 5/8/97.

Watch future calendars for scheduling of these matters.





FINANCE COMMITTEE  
SAN FRANCISCO BOARD OF SUPERVISORS  
401 VAN NESS AVENUE, ROOM 308  
VETERANS BUILDING  
SAN FRANCISCO, CA 94102

HEARING NOTICE

5th Floor

Bill Lynch  
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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642  
FAX (415) 252-0461

April 25, 1997

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst *Recommendation for meeting of*

APR 30 1997

SUBJECT: April 30, 1997 Finance Committee Meeting

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1a - File 172-97-9

**Note:** This item was recommended as amended to the Board of Supervisors by the Health, Family and Environment Committee.

**Department:** Department of Public Health

**Item:** Resolution authorizing the Director of Public Health to execute an agreement, including indemnification, binding arbitration, and limited authority for the Director of Public Health to execute amendments, for the provision of administrative services to the Chinese Community Health Plan effective March 4, 1997.

**Description:** In November of 1994, the San Francisco Health Plan (SFHP) was formed as the Local Initiative component of the State Department of Health Services' Medi-Cal Managed Care Two Plan Model for providing managed care health services to Medi-Cal eligible persons. The SFHP contracted with other local hospitals and health care providers for providing direct services to Medi-Cal recipients.

As one of the health care providers under the SFHP, the Department of Public Health created the Community Health Network of San Francisco (CHN) to serve as the clinical delivery division for DPH. The goal of CHN is to provide

quality health care in the managed care environment through an integrated delivery system.

In order to provide better service to its customers, CHN created the Administrative Services Organization, a division within CHN that provides administrative services for the providers in CHN. These administrative functions include customer eligibility and enrollment, claims processing, member and provider customer service, financial management, management of information systems, and the mandatory reporting of activities to SFHP.

In order to expand its role and further develop provider partners in Medi-Cal managed care markets in San Francisco, CHN has negotiated an agreement with the Chinese Community Health Plan (CCHP) to have the CHN, through the Administrative Services Organization, provide administrative services to SFHP enrollees of CCHP. Under the proposed agreement, CHN would provide administrative services to CCHP for SFHP enrollees of the Chinese Hospital Association and the Chinese Community Health Care Association. In turn, CCHP would pay CHN an administrative fee equal to \$1,500 per month for the first six months, and thereafter, \$3,000 per month or seven percent of the monthly capitation revenues received from SFHP, whichever is greater. According to Mr. Richard Cordova of the Department of Public Health, the fee would cover the expenses incurred by CHN in providing administrative services.

The agreement also includes provisions regarding indemnification and binding arbitration. The indemnification provision is a mutual hold harmless provision in which each party, DPH and CCHP, indemnifies the other against its own liability, but only in the proportion and to the extent of its own liability. The binding arbitration provision states that if a dispute cannot be resolved to the mutual satisfaction of both parties within a reasonable time, then the dispute may be submitted to arbitration, and the decision of the arbitrator would be binding on both parties. According to Mr. Cordova, DPH has agreed to these two provisions in prior managed care contracts, and that they are standard business practice within the health care industry.

**Comments:**

1. According to Ms. Joanne Burik of the CHN Administrative Services Organization, the administrative fee was calculated based on the estimated volume of business which would be added from SFHP enrollees of CCHP.

**BOARD OF SUPERVISORS**  
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2. According to Mr. Cordova, the Administrative Service Agreement was entered into by the Chinese Community Health Plan and by the Department of Public Health effective March 4, 1997. Therefore, the proposed resolution was amended by the Health, Family and Environment Committee to provide retroactive authority for the Director of Public Health to execute the agreement.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.





Item 1b - File 172-97-10

**Note:** This item was recommended as amended to the Board of Supervisors by the Health, Family and Environment Committee.

**Department:** Department of Public Health

**Item:** Resolution authorizing the Director of Public Health to execute an agreement, including indemnification, binding arbitration, and limited authority for the Director of Public Health to execute amendments, for the provision of administrative services to the St. Luke's Physician Hospital Organization effective March 4, 1997.

**Description:** In November of 1994, the San Francisco Health Plan (SFHP) was formed as the Local Initiative component of the State Department of Health Services' Medi-Cal Managed Care Two Plan Model for providing managed care health services to Medi-Cal eligible persons. The SFHP contracted with other local hospitals and health care providers for providing direct services to Medi-Cal recipients.

As one of the health care providers under the SFHP, the Department of Public Health created the Community Health Network of San Francisco (CHN) to serve as the clinical delivery division for DPH. The goal of CHN is to provide quality health care in the managed care environment through an integrated delivery system.

In order to provide better service to its customers, CHN created the Administrative Services Organization, a division within CHN that provides administrative services for the providers in CHN. These administrative functions include customer eligibility and enrollment, claims processing, member and provider customer service, financial management, management of information systems, and the mandatory reporting of activities to SFHP.

In order to expand its role and further develop provider partners in Medi-Cal managed care markets in San Francisco, CHN has negotiated an agreement with the St. Luke's Physician Hospital Organization (SLPHO) to have the CHN, through the Administrative Services Organization, provide administrative services to SFHP enrollees of SLPHO. Under the proposed agreement, CHN would provide administrative services to SLPHO for their SFHP enrollees. In turn, SLPHO would pay CHN an administrative fee equal to \$2,000 per month or seven percent of the monthly capitation revenues received from SFHP, whichever is

**BOARD OF SUPERVISORS**  
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greater. According to Mr. Richard Cordova of the Department of Public Health, the fee would cover the expenses incurred by CHN in providing administrative services.

The agreement also includes provisions regarding indemnification and binding arbitration. The indemnification provision is a mutual hold harmless provision in which each party, DPH and SLPHO, indemnifies the other against its own liability, but only in the proportion and to the extent of its own liability. The binding arbitration provision states that if a dispute cannot be resolved to the mutual satisfaction of both parties within a reasonable time, then the dispute may be submitted to arbitration, and the decision of the arbitrator would be binding on both parties. According to Mr. Cordova, DPH has agreed to these two provisions in prior managed care contracts, and that they are standard business practice within the health care industry.

**Comments:**

1. According to Ms. Joanne Burik of the CHN Administrative Services Organization, the administrative fee was calculated based on the estimated volume of business which would be added from SFHP enrollees of SLPHO.

2. According to Mr. Cordova, the Administrative Service Agreement was entered into by the St. Luke's Physician Hospital Organization and by the Department of Public Health effective March 4, 1997. Therefore, the proposed resolution was amended by the Health, Family and Environment Committee to provide retroactive authority for the Director of Public Health to execute the agreement.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Items 2 and 3 - Files 238-97-1 and 97-97-18

**Items:**

**Item 2, File 238-97-1:** Resolution authorizing an increase in the Trial Courts' filing fee surcharge from \$3.00 to \$8.00 in civil actions where the monetary damages exceed \$2,500, and keeping the same current filing fee surcharge of \$3.00 in civil actions where the monetary damages do not exceed \$2,500.

**Item 3, File 97-97-18:** Ordinance amending Section 10.117-63 of the Administrative Code authorizing the increase in the surcharges on Superior and Municipal Court (Trial Courts) filing fees, as proposed under Item 1, File 238-97-1, to be designated for the Dispute Resolution Program Fund.

**Description:**

The Dispute Resolution Program was established by the Board of Supervisors in 1986 (Ordinance No. 494-86) to provide an alternative means for the resolution of civil disputes, such as inheritance disputes, landlord/tenant problems, and neighborhood complaints. It is part of a Statewide effort to provide a less costly alternative to litigation through arbitration and mediation. The Program has been funded by a filing fee surcharge of \$3.00 on all civil actions filed with the Trial Courts.

The proposed legislation would authorize an increase in the filing fee surcharge by \$5.00 from \$3.00 to \$8.00, effective June 1, 1997, on civil actions where the monetary damages exceed \$2,500. The filing fee surcharge would remain at \$3.00 on civil actions where the monetary damages do not exceed \$2,500. The revenues generated by these filing fee surcharges would be allocated to the Dispute Resolution Program.

**Comments:**

1. According to Mr. Roger Sanders of the MOCD, the above referenced increases are necessary to offset (1) the increased costs of operating the Dispute Resolution Program, (2) the reduction in funds generated for the Program due to a reduction in the number of civil filings, and (3) the increased caseload for the Program, notwithstanding the reduction in the number of civil filings.

2. Ms. Kate Harrison of the Trial Courts confirms that there has been a reduction in the number of civil filings over the past 10 years, from approximately 38,400 civil filings in FY 1985-96 to approximately 24,820 civil filings as of December of 1996.

3. According to Ms. Harrison, the current filing fee surcharge of \$3.00, which is assessed on all civil action filings, is estimated to generate revenues of \$148,905 for dispute

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resolution services in FY 1996-97, including \$120,105 from civil action filings which exceed \$2,500 and \$28,800 from civil action filings which do not exceed \$2,500. Ms. Harrison estimates that increasing the \$3.00 filing fee surcharge by \$5.00 to \$8.00 on civil actions where the monetary damages exceed \$2,500 would provide a total of \$320,280 in revenues annually. Ms. Harrison estimates that keeping the same \$3.00 filing fee surcharge on civil action filings where the monetary damages do not exceed \$2,500 would continue to generate \$28,800 annually. Thus, Ms. Harrison estimates that if this proposed resolution is approved by the Board of Supervisors, a total of \$349,080 annually would be available for the Dispute Resolution Program.

4. According to Mr. Sanders, dispute resolution services have been provided by three nonprofit agencies, Community Board Program, Inc., California Community Dispute Services, and California Lawyers for the Arts, since 1989. According to Mr. Sanders, by the end of FY 1996-97, these three nonprofit agencies will have provided dispute resolution services for approximately 2,157 cases. Mr. Sanders reports that when these three contracts expire in August of 1997, the MOC will award new contracts through a Request For Proposal process.

**Recommendation:** Approval of the proposed resolution (File 238-97-1) and of the proposed ordinance (File 97-97-18) is a policy matter for the Board of Supervisors.



Item 4 - File 97-97-19

**Note:** This item was continued by the Finance Committee at its meeting of April 23, 1997.

1. The proposed ordinance would amend Section 16.157 of the Administrative Code to approve the City's FY 1997-98 Health Service System plans and rates of contribution as adopted by the Health Service Board to be paid by the members of the System. The members of the System are employees, retirees, and surviving spouses of former employees and retirees of the City and County of San Francisco, the San Francisco Unified School District, and the Community College District.

2. The Board of Supervisors previously adopted a resolution (File 78-97-1 setting the City's contribution to the Health Service Fund for FY 1997-98 at \$170.59 per month for each member. The City's contribution was established in accordance with Charter Sections A8.423 and A8.428, which set the average contribution rate based on a survey of the ten most populous counties in California. The City's contribution of \$170.59 per month (\$2,047.08 annually) represents an increase of \$3.26 per month, or approximately 1.9 percent from the FY 1996-97 rate of \$167.33 per month (\$2,007.96 annually).

3. Once the City's contribution is established, member contributions are calculated by the Health Service System actuary, Rael and Letson, Consulting Actuaries, in order to ensure that contributions from all sources will be adequate to support anticipated claims for the upcoming fiscal year. The proposed ordinance would establish member contribution rates for FY 1997-98 pursuant to Charter Sections A8.421 and A8.422. Charter Sections A8.421 and A8.422 require approval by three-fourths of the members of the Board of Supervisors after the Board has secured an actuarial report of the costs and effects of any proposed change in the benefits of the Health Service System or rates of contribution. Contribution rates vary according to: (1) whether or not a member is an active employee, retired employee, or surviving spouse; (2) whether or not that individual has Medicare coverage; and (3) which of the City's four health plans that individual elects to join. The actuarial report and details of the member contribution rates are contained in the Clerk's file.

4. The following plans will be offered in FY 1997-98:

- City Health Plan\*
- Kaiser Foundation Health Plan
- Health Net
- FHP HealthCare
- PacifiCare (Secure Horizons)\*\*

Aetna Health Plans of Northern California, which was offered in FY 1996-97, is not being offered in FY 1997-98.

\*Administered by the City's Health Service System.

\*\*A Medicare risk plan offered to retirees with Medicare Part A&B coverage.

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5. The total revenue from employer and member contributions for the health plans in 1997-98 is estimated to be \$155.4 million. A summary of the revenue sources is as follows:

	<u>Amount</u> <u>(Millions)</u>	<u>Percent</u> <u>of Total</u> <u>Contributions</u>
City and County Contribution		
- Current Employees	\$ 81.6	52.5%
- Retired Employees and Surviving Spouses	19.6	12.6
School District/ Community College District Contribution		
- Current Employees	20.2	13.0
- Retired Employees and Surviving Spouses	<u>7.4</u>	<u>4.8</u>
Total Employer Contributions	\$128.8	82.9
Employee Contributions	<u>26.6</u>	<u>17.1</u>
Total Contributions	\$155.4	100.0%

6. Of the total estimated employer contributions of \$128.8 million, approximately \$60.5 million or approximately 47 percent, would be contributed from the City's General Fund. The remaining \$68.3 million of employer contributions would be paid from the City's Special Funds (e.g., Airport, Port, Water Department and Hetch Hetchy) and from School District and Community College District revenue sources.

7. As previously noted, the increase in the employer's (City's) contribution of \$3.26 per employee per month was established based on a survey of average contribution rates for the ten most populous counties in California in accordance with Charter Sections A8.423 and A8.428. As shown on the following page, the cost changes to employees range from a reduction of \$3.16 per month (\$37.92 annually) to an increase of \$10.82 per month (\$129.84 annually) depending on the health plan selected.

A comparison of the FY 1996-97 monthly rates for active and retired City employees with the proposed FY 1997-98 rates adopted by the Health Service Board and the monthly difference in costs are as follows:

	1996-97 Monthly Rates	1997-98 Monthly Rates	Monthly Increase (Decrease)
<u>City Health Plan</u>			
Single Employee	\$12.87	\$ 21.12	\$8.25
Employee plus one dependent	159.27	170.09	10.82
Employee plus two dependents	269.47	279.50	10.03
<u>Kaiser Foundation Health Plan</u>			
Single Employee	2.49	0.00	(2.49)
Employee plus one dependent	153.47	157.18	3.71
Employee plus two dependents	254.56	260.92	6.36
<u>Health Net</u>			
Single Employee	3.16	0.00	(3.16)
Employee plus one dependent	159.24	161.10	1.86
Employee plus two dependents	262.52	268.55	6.03
<u>FHP HealthCare</u>			
Single Employee	3.16	0.00	(3.16)
Employee plus one dependent	157.40	156.70	(0.70)
Employee plus two dependents	261.33	260.33	(1.00)
<u>Retirees Only</u>			
<u>PacificCare (Secure Horizon)*</u>			
Single Employee	No Cost	No Cost	No Cost
Retired Employee plus one dependent	22.17	26.61	4.44

\*Retired employee and dependent must have Medicare Parts A (Hospitalization) & B (Medical) coverage

A description of changes to health benefits under these plans is provided in the Attachment.

8. According to Mr. Randy Smith of the Health Service System of the Department of Human Resources, the Health Service Board has elected to subsidize employee rates for the City Health Plan by \$5.4 million, from the Health Service Trust Fund, for FY 1997-98 in order to make the City's Health Plan more competitive with the other HMO's offered to employees (Kaiser, Health Net, and FHP HealthCare). Mr. Smith advises that the Health Service Trust Fund consists of approximately \$31.9 million of accumulated contingency funds generated from excess employee contributions plus approximately \$2.3 million annual interest. According to Mr. Smith, because these monies represent employee contributions, they cannot be used to offset the cost of employer contributions. However, to the extent that the "Employee plus one (or two) dependent" rate is subsidized by the Health Service Trust Fund, and a portion of the employee's contribution is "picked up" by the City, as is the case for most City employees, the cost to the City is

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

reduced. In FY 1997-98 this amounts to \$580,000 based on current membership, according to Mr. Smith.

9. The total estimated cost of \$155.4 million for the various health plans for FY 1997-98, including the employer and employee contributions, represents an increase of approximately 3.9 percent or \$5.9 million from the FY 1996-97 costs projected to be \$149.5 million.

10. The Health Service Board has approved the continuance of Delta Dental of California. PMI DeltaCare and Pacific Union, two new dental maintenance organizations, will replace the existing DentiCare and Safeguard Dental Plans. According to Mr. Smith, as of March 1, 1997, a total of 23,630 employees are enrolled in the existing City-paid dental plans. Total premiums (based on current membership) are approximately \$20.48 million or \$50,000 (0.2%) less than the \$20.53 million for FY 1996-97. A summary of these costs is as follow:

	Employee <u>Membership</u>	Projected 1996-97 <u>Premiums</u> <sup>1</sup>	Projected 1997-98 <u>Premiums</u> <sup>2</sup>
Delta Dental	20,759	\$19,545,062	\$19,425,062
DentiCare	2,326	827,902	819,618
Safeguard	<u>545</u>	<u>158,194</u>	<u>238,306</u>
Total:	23,630	\$20,531,158	\$20,482,986

11. A comparison of the FY 1997-98 premium monthly rate schedules of the new dental plans to be used in FY 1997-98 for employer contributions and the FY 1996-97 rates is as follows:

	1996-97 Monthly <u>Rates</u>	1997-98 Monthly <u>Rates</u>	Monthly Increase (Decrease)
<u>Delta Dental</u>			
Single Employee	\$ 41.47	\$43.35	\$1.88
Employee plus one dependent	73.17	73.69	0.52
Employee plus two dependents	116.77	112.70	(4.07)
<u>PMI DeltaCare Dental Plan</u>			
Single Employee	17.94	21.51	3.57
Employee plus one dependent	27.64	35.48	7.84
Employee plus two dependents	43.77	52.47	8.70
<u>Pacific Union Dental Plan</u>			
Single Employee	14.70	17.50	2.80
Employee plus one dependent	22.68	27.50	4.82
Employee plus two dependents	34.22	43.50	9.28

<sup>1</sup>Based on March 1, 1997 enrollments at existing monthly rates.

<sup>2</sup>Based on March 1, 1997, enrollments at FY 1997-98 rates (PMI DeltaCare replaces DentiCare and Pacific Union replaces Safeguard).

12. A choice of three dental plans that are fully paid for by retirees and active employees, who are not eligible for employer paid dental coverage, will also continue to be offered with no cost to the City. The three dental plans have reduced benefits in order to reduce the premium cost for plan participants. Active employees who are not eligible for employer paid dental coverage include provisional employees of the Unified School District and the Community College District.

13. The 1997-98 monthly premium rates of the dental plans with employee contributions are as follow:

	1996-97 Monthly <u>Rates</u>	1997-98 Monthly <u>Rates</u>	Monthly Increase <u>(Decrease)</u>
<u>Delta Dental Plan*</u>			
Single Employee	\$28.75	\$30.38	\$1.63
Employee plus one dependent	57.22	60.47	3.25
Employee plus two dependents	80.51	85.08	4.57
<u>PMI DeltaCare Dental Plan**</u>			
Single Employee	14.18	13.28	(0.90)
Employee plus one dependent	18.92	21.91	2.99
Employee plus two dependents	28.37	32.41	4.04
<u>Pacific Union Dental Plan***</u>			
Single Employee	9.26	10.25	0.99
Employee plus on dependent	16.48	18.25	1.77
Employee plus two dependents	23.38	26.00	2.62

- \* 1996-97 Monthly Rate is that of Safehealth
- \*\* 1996-97 Monthly Rate is that of DentiCare
- \*\*\* 1996-97 Monthly Rate is that of Safeguard

**Recommendation:** Approve the proposed ordinance.

**BENEFITS AVAILABLE AND CHANGES IN THE 1997 PLAN YEAR**

The following benefits will be available in the 1997-98 Plan Year:

Health Insurance  
Dental Insurance  
Short Term Disability Insurance  
Dependent Care Reimbursement Account  
Medical Reimbursement Account  
Chemical Rehabilitation Programs

**Health Insurance**

These health plans will be available to active employees:

City Health Plan  
Kaiser Foundation Health Plan  
Health Net  
FHP HealthCare

**Dental Insurance**

These dental plans will be available to active employees:

Delta Dental  
DeltaCare (PMI)  
Pacific Union

**Disability Insurance**

A short term accident and sickness plan offered by Colonial Life & Accident Insurance Co. is available to all active employees.

**Dependent Care Reimbursement Account**

This benefit authorized under Section 125 of the Internal Revenue Code allows employees to allocate pre-tax dollars from their salary into an individual account and then make claim for reimbursement of out-of-pocket eligible child or elder care expenditures incurred during the Plan Year.

**Medical Reimbursement Account**

This benefit (also called a Health Care Spending Account) authorized under Internal Revenue Code Section 125 will allow employees to allocate pre-tax dollars for their salary into an individual account and then make claim for reimbursement of out-of-pocket eligible medical expenditures incurred during the Plan Year.



**Chemical Rehabilitation Programs**

This benefit is administered by United Behavioral Health (UBH) for all employees and eligible family members with the exception of employees and their family members who are enrolled in the Kaiser Health Plan who are provided this benefit through the Kaiser medical delivery system.

**HEALTH PLAN CHANGES****CITY HEALTH PLAN**

Prescription drug copayment will increase from \$5 to \$7 for generic drugs and \$10 to \$14 for brand drugs for prescriptions filled at retail pharmacies. The mail order prescription drug program remains at \$5 for generic and \$10 for brand prescriptions.

**KAISER FOUNDATION HEALTH PLAN**

No Benefit Changes.

**HEALTH NET**

Prescription drug copayment remains at \$5 per prescription up to 34 day supply. \$15 copayment for non formulary medications.

**FHP HEALTHCARE**

No Benefit Changes.

**AETNA**

The Aetna Health Plan will no longer be offered as of July 1, 1997.

**DENTAL PLAN CHANGES****EMPLOYER PAID DENTAL PLANS****DELTA DENTAL PLAN**

No benefit changes.

**DELTACARE (PMI) and PACIFIC UNION**

Two new prepaid dental plans called DeltaCare (PMI) and Pacific Union Dental will replace the existing DentiCare and Safeguard Dental Plans. Both new plans provide for a no copayment benefit (except for orthodontia) for dental services for the employee and covered family members. Both plans also provide a larger selection of participating dentists including many of the dentists currently participating in DentiCare and Safeguard.



Items 5 and 6 - Files 101-96-58 and 102-96-15

- Notes:** 1. These items were continued by the Finance Committee at its meeting of April 23, 1997.
2. The Department of Human Services has advised that it will submit to the Finance Committee in its meeting on April 30, 1997, an amendment to the whole for both of the subject ordinances. The following report is based on the amended ordinances.

**Department:** Department of Human Services (DHS)

**Item:** **Item 101-96-58:** Ordinance appropriating \$1,055,606 (\$1,001,006 from Federal and State Revenues and \$54,600 from a projected surplus of Social Services Contracts monies) for the Greater Avenues to Independence (GAIN) Program to DHS, including the creation of 24 new positions, staff training, furniture, equipment, materials, and professional services.

**Item 102-96-15:** Ordinance amending the FY 1996-97 Annual Salary ordinance reflecting the creation of 24 new positions in DHS.

**Amount:** \$1,055,606

<b>Source of Funds:</b>	Reappropriation of a projected surplus of	
	Social Services Contracts monies	\$ 54,600
	Federal GAIN Program funds	500,503
	State GAIN Program funds	<u>500,503</u>
	Total	\$1,055,606

**Description:** The Greater Avenues to Independence (GAIN) Program supports persons receiving AFDC in need of employment and training services. This requested supplemental appropriation would fund various expenditures in DHS's Employment and Training Services (ETS) program to assist in increasing the number of welfare recipients able to find employment.

This requested supplemental appropriation (File 101-96-58), in the amount of \$1,055,606, would fund the creation of 24 new positions, staff training, furniture, equipment, materials, and professional services for DHS's Greater Avenues to Independence (GAIN) Program.

The amount of \$54,600 of this proposed supplemental appropriation will be funded from reappropriated surplus monies from Social Services Contracts.

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The other proposed ordinance (File 102-96-15) would amend the FY 1996-97 Annual Salary Ordinance to add 24 new positions.

**Budget:**

A summary of the budget for the requested supplemental appropriation, for the period April 21, 1997 through June 30, 1997, is as follows:

24 New Staff Positions		
Salaries	\$137,939	
Fringe Benefits @ 25 percent	<u>34,485</u>	
Subtotal		\$172,424
Equipment and Furniture for 3 Computer Labs		397,682
Reception Area Kiosk		175,000
Space Design Consultant		11,500
Resource Library Materials		4,000
Staff Training		20,000
Focus Groups		5,030
Tracking System		104,000
GAIN Information System Conversion		342,986
Temporary Salaries and Fringe Benefits		4,985
Computers and Internet Access		44,160
Resume Writer		12,600
Furniture		<u>55,366</u>
Total		\$1,349,733

As shown, the total budget is \$1,349,733 or \$294,127 more than the requested supplemental appropriation of \$1,055,606. Mr. Joe Matranga of the Controller's Office advises that this is because \$294,127 of the \$1,349,733 will be funded administratively through a reallocation of monies within DPH's Social Services Contracts line item.

A detailed supporting budget has been reviewed by the Budget Analyst. A detailed description of the budget for the amount of \$1,349,733 for the period April 21, 1997 through June 30, 1997, is as follows:

**24 New Staff Positions (\$172,424)**

DHS originally requested 18 new positions under the proposed legislation. DHS is now requesting the addition of six more positions for a total of 24 new positions (see Comment No. 2). DHS is requesting the creation of 24 new positions as follows:

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No. of <u>Positions</u>	<u>Title</u>	Biweekly <u>Salary</u>	Maximum Annual <u>Salary</u>	Total Annual Salaries at Maximum <u>Step</u>
12	9912 Public Service Aide	\$628-\$758	\$ 19,784	\$237,408
10	2912 Senior Social Worker	\$1,506-\$1,827	47,685	476,850
1	2914 Social Work Supervisor	\$1,723-\$2,094	54,653	54,653
<u>1</u>	9704 Employment and Training Specialist II	\$1,618-\$1,965	51,287	<u>51,287</u>
24	TOTAL			\$820,198

Funds would be used to hire 12 Public Services Aides to assist with case management services. DHS will hire GAIN participants at wages of \$7.85 to \$9.48 per hour who will be assigned clerical and data entry duties to provide on the job training for welfare clients and to allow GAIN program eligibility workers and case managers to focus on providing services.

In addition, DHS proposes to add 10 Senior Social Worker positions. Two will serve as case managers for intake, serving 1,575 GAIN participants, and three will serve as case managers with 85 ongoing cases each for a total of 255 ongoing cases. One Senior Social Worker will serve as a skills assessor for clients at DHS's Career Link Center.

DHS is also requesting funding for one 2914 Social Work Supervisor and one 9704 Employment and Training Specialist II. Ms. Brenman reports that the 2914 Social Work Supervisor is needed to supervise the 10 new Senior Social Workers. According to Ms. Brenman, the 9704 Employment and Training Specialist II will serve as an assessor at DHS's Career Link Center. The assessor will work with GAIN participants to determine skills, aptitudes and interests in order to make good career choices and develop individual employment plans.

Funds would be used to provide salaries and fringe benefits from through June 30, 1997 for 24 new positions as follows:

9912 Public Service Aide (12 @ Step 5)	\$46,390	
2912 Senior Social Worker (10 @ Step 5)	74,907	
2914 Social Work Supervisor (1 @ Step 5)	8,585	
9704 Employment & Training Specialist II (1 @ Step 5)	<u>8,057</u>	
Subtotal		\$137,939
Fringe Benefits @ 25 percent		<u>34,485</u>
Total		\$172,424

The \$172,424 was calculated by DHS on the basis that twelve positions would be staffed for a total of 5.1 pay periods, from April 21, 1997 through June 30, 1997 and that the other

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twelve new positions would be staffed for a total of 4.1 pay periods from May 5, 1997 through June 30, 1997.

**Equipment and Furniture for 3 Computer Labs**  
**(\$397,682)**

Funds would be used to purchase computers, software, other equipment, and furniture in order to establish three computer labs for the use of GAIN participants. This includes several software packages and other equipment used for skills assessment and diagnosis, skills development, and employment assistance, as well as Internet access. The computer labs will be available for GAIN participants on a walk-in basis to use computer work stations to assist in job search and self-directed career assessments.

Two new "one-stop" computer labs will be established for clients to engage in self-directed job market research and employment activities. Each will contain twelve personal computers and assorted job development software and materials. The first will be established at Career Link, a joint program of the Private Industry Council, Employment Development Department, City College, and DHS's GAIN Program, located near the intersection of Cesar Chavez and Mission Streets. Career Link is targeted to AFDC recipients and low income residents and offers skills assessment and employment services. The second new computer lab, the Bayview Computer Lab, will be located in an as yet undetermined location serving the Bayview/Hunters Point area.

Included in the budget for the Career Link Computer Lab are one television, one VCR, one projector, and one laptop computer. Ms. Brenman reports that the television and VCR are for use with an assessment tool called QUEST that includes a video. According to Ms. Brenman DHS will also use the television and VCR to replay taped practice interviews so that clients can become more comfortable with job interviews. Ms. Brenman advises that the projector and laptop computer will be used to project images from a computer onto a screen. According to Ms. Brenman, the projector and laptop computer will be shared among all three computer labs to do presentations.

The third new computer lab, the Success Center Computer Lab, to be located in leased facilities at 30 Van Ness Avenue, will be larger than the first two, containing 32 personal computers and a computer software system called INVEST. Ms. Brenman advises that the INVEST software provides skills development training and basic education. According

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to Ms. Brenman, DHS proposes to purchase professional service contracts from Invest Learning Corporation for specialized set-up of equipment and support services for its INVEST software. Specifically, Invest Learning Corporation would provide call center support and hardware maintenance for a two year period. DHS also proposes that all computers and other equipment for the Success Center be purchased from Invest Learning Corporation. DHS proposes to contract with Invest Learning Corporation on a sole source basis for all equipment and services based upon specialized equipment and expertise required for installation and use of their INVEST software. Invest Learning Corporation is not a MBE or WBE firm.

The proposed budget for the three computer labs are as follows:

<b>Career Link Computer Lab</b>		\$129,726
<b>Bayview Computer Lab</b>		107,868
<b>Success Center Computer Lab</b>		
Invest Learning Corporation		
<i>Call Center Support</i>		
(2 years @\$1,500 /yr.)	\$ 3,000	
<i>Hardware Maintenance</i>		
(2 years @ \$7,100/yr.)	14,200	
<i>Configuration/Setup</i>		
(34 network drops @ \$265/drop)	9,010	
<i>Integrated Systems Maintenance</i>		
(1 system @ \$4,200/system)	4,200	
<i>Computers &amp; Other Equipment</i>	<u>101,178</u>	
Subtotal		\$131,588
Furniture		<u>28,500</u>
Subtotal		<u>160,088</u>
<b>TOTAL</b>		<b>\$397,682</b>

**Reception Area Kiosk (\$175,000)**

Funds would be used to install a kiosk to create an interactive workstation located in the intake/reception area at the DHS headquarters at 170 Otis Street, in the amount of \$175,000. GAIN participants will be able to use the workstations to look up jobs, access community resources and obtain information about services, such as child care support employment referral, and access to the Internet. Ms. Brenman advises that DHS has not yet selected a contractor to develop the kiosk and video and is unable to submit detailed cost estimates at this time. Therefore the amount of \$175,000 should be placed on reserve pending selection of a contractor and submission of budget details.

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**Space Design Consultant (\$11,500)**

DHS proposes to retain a space design consultant to provide space design consultation for the intake/reception area at 170 Otis and the waiting room at 1235 Mission Street. Ms. Brenman advises that DHS has selected Levy Design to perform this work, estimated at 140 hours at \$82.50 per hour, for a total of \$11,500. According to Ms. Brenman, Levy Designs was selected from a Department of Public Works list of City contractors available on an as-needed basis. Levy Design is a WBE firm.

**Resource Library Materials (\$4,000)**

Funds would be used to purchase books, videos and other materials in order to establish an Employment Training Services Resource Library serving GAIN participants. The resource library will contain employment information, reference materials, and job listings.

**Staff Training (\$20,000)**

Funds would be used for providing training to DHS staff designed to teach about group dynamics with clients. According to Ms. Brenman, the training is designed to enable DHS staff to more efficiently address GAIN participants in a group setting rather than individually. According to Ms. Brenman, training will be provided by the University of California at Davis. Training would be provided to 50 persons at \$400 each for a total amount of \$20,000.

**Focus Groups (\$5,030)**

Three focus groups would be held seeking input from GAIN participants as to how DHS can improve services to further their employment skills and readiness for the job market. Ms. Brenman advises that DHS has selected Harder + Company on a sole source basis to provide design and facilitation services. According to Ms. Brenman, Harder + Company was selected because the company has extensive experience working with low income persons and has recently successfully conducted similar focus group work for DPH and the Mayor's Welfare Reform Task Force. Harder + Company is an LBE firm and is not an MBE/WBE firm. Budget details are as follows:

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Harder + Company		
Focus group design (approx. 16 hrs. @ \$69/hr.)	\$1,100	
Focus group facilitation		
(3 groups @ \$1,100/group)	<u>3,300</u>	
Subtotal		\$4,400
Participant incentive payment		
(36 participants @ \$15 each)		540
Refreshments (3 groups @ \$30 each)		<u>90</u>
TOTAL		\$5,030

**Tracking System (\$104,000)**

Funds will be used to design and implement a computer system to track the progress of employed participants and assess their levels of retention in the job market. Ms. Brenman advises that currently DHS does not have a computer system to determine if clients are meeting work participation rates. As of the writing of this report, the DHS had not yet obtained Electronic Information Processing Steering Committee (EIPSC) approval for the purchase of computer and related equipment. The Budget Analyst recommends reserving these funds pending EIPSC approval.

**GAIN Information System Conversion (\$342,986)**

DHS is requesting funds for equipment and professional services for the conversion of its GAIN Information System (GIS). As of the writing of this report, the DHS had not yet obtained Electronic Information Processing Steering Committee (EIPSC) approval for the purchase of computer equipment. The Budget Analyst recommends reserving these funds pending EIPSC approval.

**Temporary Salaries and Fringe Benefits (\$4,985)**

DHS is requesting \$4,595 in temporary salaries and \$390 in fringe benefits for a 1023 MIS Specialist III for the period June 2, 1997 through June 30, 1997. According to DHS, the 1023 MIS Specialist III is needed to serve as a system administrator for the conversion of the GAIN Information System (GIS) as described above.

**Staff Computers and Internet Access (\$44,160)**

Funds will be used to purchase computers and Internet access for use of DHS staff at 170 Otis to conduct job search activities for clients on the Internet. Budget details are as follows:

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Computers (8 @ \$5,000 each)	\$40,000
Internet service (8 @ \$20/mo. for 1 month)	160
Software	<u>4,000</u>
TOTAL	\$44,160

As of the writing of this report, the DHS had not yet obtained Electronic Information Processing Steering Committee (EIPSC) approval for the purchase of computer equipment. The Budget Analyst recommends reserving these funds pending EIPSC approval.

**Resume Writer (\$12,600)**

Funds will be to pay for a professional resume writer to assist GAIN Program participants with preparing resumes. Ms. Brenman advises that DHS has selected ProServe Services to provide these services for a total amount of \$12,600 (\$20 per resume for 630 GAIN participants). According to Ms. Brenman, ProServe was selected after several firms were called for quotes and ProServe provided the lowest quote for these services. ProServe is a WBE firm.

**Furniture (\$55,366)**

Funds will be used to purchase furniture for two new classrooms, the new Resource Library, and the waiting area at 170 Otis Street. Furniture to be purchased includes 328 stacking chairs, 23 folding tables, 12 study carrels, and two projection screens. Ms. Brenman advises that the chairs and tables are needed for two new classrooms and the waiting area at 170 Otis Street. Ms. Brenman advises that the waiting area will have job listings and other resources on tables as well as phones in study carrels so that clients can do job search activities while they wait. Attachment 6 is a detailed budget, prepared by DHS.

**Comments:**

1. The amount of \$172,424 in salaries and fringe benefits for 24 new positions was calculated by DHS on the basis that the twelve 9912 Public Service Aide positions would be staffed for a total of 5.1 pay periods, from April 21, 1997 through June 30, 1997 and that the other twelve new positions would be staffed for a total of 4.1 pay periods from May 5, 1997 through June 30, 1997. The Budget Analyst has prepared an analysis of the need through June 30, 1997, based upon actual projected start dates for the 24 positions as follows:

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<u>Position</u>	<u>Start Date</u>	<u># of Pay Periods</u>	<u>Amount Requested by Department</u>	<u>Amount Recommended by Budget Analyst</u>
9912 Public Service Aide (12 @ Step 5)	5/19/97	3.1	\$46,390	\$28,198
2912 Senior Social Worker (10 @ Step 5)	5/19/97	3.1	74,907	56,637
2914 Social Work Supervisor (1 @ Step 5)	5/19/97	3.1	8,585	6,491
9704 Employment & Training Specialist II (1 @ Step 5)	5/19/97	3.1	<u>8,057</u>	<u>6,092</u>
Total			\$137,939	\$97,418

Therefore, if the Finance Committee approves the proposed supplemental appropriation ordinance (File 101-96-58), the requested funding for salaries should be reduced by \$40,521, from \$137,939 to \$97,418, and funding for fringe benefits should be reduced by \$10,130, from \$34,485 to \$24,355.

2. The Budget Analyst recommends that the 24 new positions be made Limited Tenure positions rather than Permanent positions because of uncertainty over future funding for these positions. DHS concurs. Therefore, the ordinance (File 102-96-15) should be amended to make the 24 new positions Limited Tenure positions.

3. The amount of \$175,000 for the purchase of a kiosk and video should be reserved pending reserve pending selection of a contractor and submission of budget details.

4. According to Ms. Brenman, DHS has not yet received approval from the Electronic Information Processing Steering Committee (EIPSC) for the proposed computer and related equipment purchases. Therefore the amount of \$347,902 for computers and related equipment for the 3 new computer labs and \$44,160 for computers and related equipment for DHS staff should be reserved pending EIPSC approval. In addition, \$104,000 for a Tracking System and \$342,986 for computers and related equipment required for the conversion of the GAIN Information System (GIS) should be placed on reserve pending EIPSC approval for a total reserve of \$839,048.

5. According to Ms. Brenman, focus group activities in the amount of \$5,030, including \$4,400 in services provided by Harder + Company, have already taken place. Therefore the proposed supplemental appropriation (File 101-96-58) should be amended for retroactivity.

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- Recommendations:**
1. Reduce the proposed \$1,055,606 supplemental appropriation (File 101-95-58) by \$40,521 in salaries and \$10,130 in fringe benefits for a total reduction of \$50,651, to \$1,004,955 in accordance with Comment No. 1.
  2. Reserve the amounts of (a) \$175,000 for a kiosk pending finalized cost details in accordance with Comment No. 3; and (b) \$839,048 for computers and related equipment pending EIPSC approval in accordance with Comment No. 4.
  3. Amend the proposed supplemental appropriation (File 101-95-58) to provide for retroactivity in accordance with Comment No. 5.
  4. Amend the Annual Salary Ordinance (File 102-96-15) to make the 24 new positions Limited Tenure positions instead of Permanent positions in accordance with Comment No. 2.
  5. Approve the proposed ordinances as amended.

Items 7 and 8 - Files 101-96-59 and 102-96-16

**Note:** These items were continued by the Finance Committee at its meeting of April 23, 1997.

**Department:** Department of Human Services (DHS)

**Item:** **Item 101-96-59:** Ordinance appropriating \$894,659 for the implementation of the Child Welfare Services/Case Management System (CWS/CMS) and the Teen Parenting Disincentive Program to DHS including the creation of 13 new positions, overtime, staff training, professional services and equipment.

**Item 102-96-16:** Ordinance amending the FY 1996-97 Annual Salary Ordinance reflecting the creation of 13 new positions in DHS.

**Amount:** \$894,659

<b>Source of Funds:</b>	Federal Child Welfare Services/ Case Management System funds	\$561,603
	State Child Welfare Services/ Case Management System funds	203,146
	Reappropriation of projected surplus of Aid to Families with Dependent Children (AFDC)	
	Aid Payment monies	<u>129,910</u>
	Total	\$894,659

**Description:** The Child Welfare Services/Case Management System (CWS/CMS) is a new State and Federally required comprehensive Statewide database, case management tool and reporting system for the Child Welfare Services Program. The Child Welfare Services Program provides emergency, in-home care and out-of-home care services for abused and neglected children and their families.

According to Ms. Julie Murray Brenman of DHS, case records have been kept on various DHS computer systems. Additionally some case information has been stored in paper files. Ms. Brenman advises that the CWS/CMS is designed to compile comprehensive information on all child welfare cases and will permit greater tracking of cases and information sharing with other social service agencies than has been possible in the past.

The Teen Parenting Disincentive Program is a new State mandated program designed to discourage teen pregnancy and encourage appropriate parenting of minor parents and

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their children. The program requires that unmarried pregnant and parenting teens under 18 years of age live with their parents or legal guardians as a condition for receiving AFDC payments, unless exempted based on specific conditions. Ms. Brenman advises that the new State law mandates child welfare investigation of teen parents who are not residing with their parents. According to this law, in order for a teen parent to be eligible for AFDC there must be a determination that the teen is "at risk" in their parents' home. The Teen Parenting Disincentive Program will be a new program at DHS.

This proposed supplemental appropriation (File 101-96-59) would fund the creation of 13 new positions at DHS, overtime, training, professional services and equipment for the CWS/CMS and the Teen Parenting Disincentive Program. The amount of \$129,910 of this proposed supplemental appropriation will be funded from savings of AFDC Aid Payments achieved when the State reduced AFDC payments by 4.9 percent, effective January 1, 1997.

The other proposed ordinance (File 102-96-16) would amend the FY 1996-97 Annual Salary Ordinance to add 13 new positions.

**Budget:**

A summary of the budget for the requested supplemental appropriation of \$894,659 for the period March 28, 1997 through June 30, 1997, is as follows:

13 New Staff Positions		
Salaries	\$140,772	
Fringe @ 25.1 percent	<u>35,333</u>	
Subtotal		\$176,105
CWS/CMS Training		25,720
Equipment and Reconfiguration Services		314,709
Implementation Assistance		80,000
Data Conversion – Automated and Manual		198,125
Overtime for Loss of Productivity Due to Training		<u>100,000</u>
TOTAL		\$894,659

A detailed description of the budget for the requested supplemental appropriation of \$894,659 for the period March 28, 1997 through June 30, 1997, is as follows:

**New Staff Positions (\$176,105)**

The proposed ordinance (File 102-96-16) would amend the FY 1996-97 Annual Salary Ordinance to add 13 new positions as follows:

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No. of Positions	Title	Biweekly Salary	Maximum Annual Salary	Total Annual Salaries at Maximum Step
1	2916 Social Worker Specialist	\$1,650-\$2,004	\$ 52,304	\$ 52,304
1	1819 MIS Specialist III	\$1,985-\$2,412	62,953	62,953
8	2940 Child Welfare Worker	\$1,800-\$2,188	57,107	456,856
1	2944 Child Welfare Supervisor	\$2,023-\$2,459	64,180	64,180
1	2904 Human Services Technician	\$1,220-\$1,477	38,550	38,550
<u>1</u>	2912 Senior Social Worker	\$1,506-\$1,827	47,685	<u>47,685</u>
13	TOTAL			\$722,528

Ms. Brenman advises that the new 2916 Social Worker Specialist is needed to train new staff as they begin working on the CWS/CMS. According to Ms. Brenman, the trainer will provide training for DHS staff in basic computer skills and the CWS/CMS application. The trainer will also train staff in system changes and application upgrades as they arise.

Ms. Brenman reports that the new 1819 MIS Specialist III position is needed to handle all of the technical aspects of operating a 250 personal computer Local Area Network (LAN) system and to provide hardware support. Ms. Brenman advises that DHS does not currently have the experienced personnel needed to meet the large increase in personal computer usage. According to Ms. Brenman, since the CMS/CWS system has not been fully implemented, staff have been able to get by with assistance from existing computer personnel trained for DEC (Digital Equipment Corporation) system support as well as a CMS/CWS vendor hotline. DEC is a mainframe computer system that serves as DHS's department-wide system used for word processing and e-mail. However, Ms. Brenman advises that these resources will no longer be adequate as the number of staff using the CMS/CWS grows and DHS has been notified by the CMS/CWS vendor that they will soon begin charging for calls placed to the hotline.

According to Ms. Brenman, the State has allocated funds for "loss of productivity" related to hours in which child welfare staff would be in training. All DHS child welfare staff are required to attend a one-time pre-systems training (16-24 hours) and will attend a one-time CWS/CMS application training (12-40 hours). Ms. Brenman advises that in order to offset loss of productivity, a unit of eight 2940 Child Welfare Workers plus one 2944 Child Welfare Supervisor, and one 2904 Human Services Technician are needed to provide coverage for existing DHS staff during training and during the learning curve period when the CWS/CMS system is

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beginning operation. Ms. Brenman reports that once DHS staff has completed training, the nine positions in this unit will be used to form a new DHS Family Support Unit. Attachment 1, prepared by DHS, provides information about the services performed by the Family Support Unit and the need for a new Family Support Unit. The Family Support Units are responsible for providing services to families where the children are dependents of the court due to abuse or neglect.

Ms. Brenman advises that one new 2912 Senior Social Worker position is necessary to implement the new Teen Parenting Disincentive Program required by the State. According to Ms. Brenman, this person will case manage teen parents receiving AFDC who are not living with their parents.

The requested supplemental appropriation (File 101-96-59) would be used to provide salaries and fringe benefits for 13 new positions for the period through June 30, 1997 as follows:

2916 Social Worker Specialist (1 @ Step 1)	\$9,900	
1819 MIS Specialist III (1 at Step 5)	14,472	
2940 Child Welfare Worker (8 at Step 1)	86,400	
2944 Child Welfare Supervisor (1 at Step 1)	12,138	
2904 Human Services Technician (1 at Step 1)	7,320	
2912 Senior Social Worker (1 at Step 1)	<u>10,542</u>	
Subtotal		\$140,772
Fringe Benefits @ 25.1 percent		<u>35,333</u>
Total		\$176,105

The \$176,105 was calculated on the basis that the one new 2912 Senior Social Worker position would be staffed for a total of approximately 7 pay periods, from March 28, 1997 through June 30, 1997 and that the other 12 new positions would be staffed for a total of approximately 6 pay periods from April 11, 1997 through June 30, 1997.

#### **CWS/CMS Training (\$25,720)**

The DHS is requesting funds to provide basic computer skills training for 60 DHS staff (\$10,000). In addition, DHS is requesting funds for training for two staff persons to enable them to serve as in-house trainers for other DHS staff (\$9,000) as well as per diem hotel and meal costs for the training, which takes place in Sacramento (\$6,720), for a total amount of \$115,720. Ms. Brenman advises that per diem costs are for a total of eight staff which includes the two staff persons that DHS is requesting funding for training in this supplemental appropriation as well as per diem costs for

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six staff whose training costs were approved by the Board of Supervisors in DHS's FY 1996-97 budget. Ms. Brenman advises that per diem costs had not been requested for the six staff whose training costs were previously approved because it was unclear at the time the budget was prepared where the training would take place.

Ms. Brenman advises that basic computer skills training will be provided by City College of San Francisco. According to Ms. Brenman, the staff training for trainers which is conducted in Sacramento is provided by Integrated Services Solution Corporation (ISSC), a State contractor. Ms. Brenman advises that ISSC is the only company offering such training. ISSC is not a MBE or WBE firm.

The budget for training activities is as follows:

City College of San Francisco (basic computer skills training, 3 classes @ \$3,333 each)	\$10,000
Integrated Services Solutions Corporation (training for trainers, 2 staff @ 4,500 each)	9,000
Per diem expenses (8 staff, 8 days @ \$105/day)	<u>6,720</u>
Total	\$25,720

#### **Equipment and Reconfiguration Services (\$314,709)**

DHS is requesting funds to purchase 42 new computers, printers and related equipment for operation of the CWS/CMS system (\$201,059). In addition, DHS is requesting funds for "reconfiguration services", professional services to plan the physical design of the new computer system as well as rewiring of DHS offices to support the new computer system (\$113,650).

Ms. Brenman reports that the requested new computers, other equipment, and reconfiguration services will be purchased from Integrated Systems Solution Corporation (ISSC). According to Ms. Brenman, ISSC, a subsidiary of IBM Corporation, is contracted by the State to provide CWS/CMS equipment and services. Ms. Brenman advises that DHS will contract with ISSC on a sole-source basis because, although it is not required that DHS purchase services and equipment from ISSC, the company has unique experience gained from setting up CWS/CMS in other California counties. ISSC is not a MBE or WBE firm.

A summary budget for equipment and reconfiguration services is as follows:

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Integrated Systems Solution Corporation (ISSC)	
Computers and Other Equipment	\$201,059
Reconfiguration Services	113,650
Total	\$314,709

**Implementation Assistance (\$80,000)**

DHS is requesting funds to contract with Integrated Systems Solution Corporation (ISSC) to assist with implementation of CWS/CMS, on a sole source basis. Ms. Brenman advises that ISSC has provided consultation to many California counties to assist with implementation of CWS/CMS and will provide technical assistance to assure the successful implementation of the CWS/CMS system. DHS is requesting funds for approximately 620 hours of services at \$129 per hour for a total of \$80,000.

**Data Conversion – Automated and Manual (\$198,125)**

DHS is requesting funds to hire temporary contract workers to provide approximately 490 hours of clerical assistance at \$35 per hour for a total cost of \$17,125. Ms. Brenman advises that the implementation of CWS/CMS requires the conversion of all case records from a manual system to a computerized system. According to Ms. Brenman a portion of each case record will be converted automatically but certain fields will need to be inputted manually.

Additionally, DHS is requesting funds for overtime costs of DHS staff. Ms. Brenman advises that in order to prepare a 2-3 page conversion document for data entry into the CWS/CMS overtime will be required (\$64,500). DHS estimates that for 2,550 cases, one half hour of overtime will be required for each case for a total of 1,275 hours, based on an hourly rate of \$50.58 at time an one half.

According to Ms. Brenman, the State has agreed to convert individual counties' automated systems to the CWS/CMS system. Ms. Brenman advises that the City currently has an automated system on its DEC (Digital Equipment Corporation) system. DHS is requesting funds to pay for services performed by the State's contracted vendor, ISSC, on a sole source basis, to convert data from DEC to CWS/CMS, based on an hourly rate of \$129 for 903 hours (\$116,500).

In summary, the budget for automated and manual conversion is as follows:

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Manual Conversion of Data by Temporary Contract Workers (approx. 490 hours at \$35 per hour)	\$ 17,125
Overtime Costs (preparation of data for manual entry) 2944 Child Welfare Supervisors (1,275 hours @ \$50.58/hr.)	64,500
Integrated Systems Solution Corporation (automated data conversion services; approx. 903 hours @ \$129/hr.)	<u>116,500</u>
Total	\$198,125

**Overtime for Loss of Productivity Due to Training (\$100,000)**

According to Ms. Brenman, the State has allocated funds to the City for "loss of productivity" related to hours in which DHS child welfare staff would be in training. As noted above, Ms. Brenman reports that all DHS Family and Children's staff are required to attend a one-time pre-systems training (approximately 16-24 hours) and will attend a one-time CWS/CMS application training (12-40 hours of training).

Ms. Brenman advises that the requested nine new positions, including eight Child Welfare Workers and one Child Welfare Supervisor, to cover for DHS staff in training, as described above, will be covering for a total of 266 persons being trained. Ms. Brenman reports even with the addition of nine new staff, overtime for current DHS staff will be required because of the heavy work load handled by the 266 persons to be trained.

Ms. Brenman reports that estimated required overtime will total \$229,141 to cover for staff in training. Of the \$229,141, DHS is requesting \$100,000 in this supplemental appropriation and will request the remainder, \$129,141, in DHS's FY 1997-98 budget. Attachment 2 provides the overtime cost details by classification and number of hours.

**Comments:**

1. According to DHS, in August 1996, 156 personal computers, 13 printers and a LAN (Local Area Network) were installed using State funding. The 1996-97 budget approved by the Board of Supervisors added one 2948 Section Manager and one 1426 Senior Clerk Typist as CWS/CMS Project Manager and Clerical support. It also covered the purchase of an additional 39 personal computers, 12 laptop computers and 4 printers and \$40,000 for basic computer skills training. According to DHS, staff are currently using the equipment to learn and improve computers skills and to complete documents for their current case records. DHS projects that

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CWS/CMS will be functional by October 1997 pending approval of the subject supplemental appropriation.

2. Funding for one of the requested 13 new positions, the 2912 Senior Social Worker, is based on a March 28, 1997 hiring date and the other 12 positions are based on a April 11, 1997 hiring date. Ms. Brenman advises that none of the 13 new positions has yet been filled. The Budget Analyst has prepared an analysis of the need through June 30, 1997, based upon projected start dates for the 13 positions as follows:

<u>Position</u>	<u>Start Date</u>	<u># of Pay Periods</u>	<u>Amount Requested by Department</u>	<u>Amount Recommended by Budget Analyst</u>
2916 Social Worker Specialist (1 @ Step 1)	6/30/97	-0-	\$ 9,900	-0-
1819 MIS Specialist III (1 at Step 5)	6/2/97	2.1	14,472	5,065
2940 Child Welfare Worker (8 at Step 1)	6/2/97	2.1	86,400	30,240
2944 Child Welfare Supervisor (1 at Step 1)	6/2/97	2.1	12,138	4,248
2904 Human Services Technician (1 at Step 1)	6/2/97	2.1	7,320	2,562
2912 Senior Social Worker (1 at Step 1)	5/12/97	3.6	<u>10,542</u>	<u>5,422</u>
Total			\$140,772	\$47,537

Therefore, if the Finance Committee approves the proposed supplemental appropriation ordinance (File 101-96-59), the requested funding for salaries should be reduced by \$93,235, from \$140,772 to \$47,537, and funding for fringe benefits should be reduced by \$23,401, from \$35,333 to \$11,932.

3. The Budget Analyst recommends that the 13 new positions be made Limited Tenure positions rather than Permanent positions because of uncertainty over future funding for these positions. DHS concurs. Therefore, the ordinance (File 102-96-16) should be amended to make the 13 new positions Limited Tenure positions.

4. According to Ms. Brenman, the Electronic Information Processing Steering Committee (EIPSC) has not yet approved the proposed computer purchases. Therefore the amount of \$201,059 for computers and other equipment, included under Equipment and Reconfiguration Services, should be reserved pending EIPSC approval.

5. Included in the request of \$894,659 is funding for services and equipment to be purchased from the Integrated Services Solution Corporation (ISSC) totaling \$520,209, including \$201,059 for computers and related equipment, \$113,650 for reconfiguration services, \$9,000 for training, \$80,000 for

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implementation assistance, and \$116,500 for automated data conversion. According to Ms. Brenman, ISSC, a subsidiary of IBM Corporation, is contracted by the State to provide CWS/CMS equipment and services. Ms. Brenman reports that although it is not required that DHS purchase these services and equipment from ISSC, the company has unique experience gained from setting up CWS/CMS in other California counties. Therefore DHS is contracting with ISSC on a sole-source basis for these services and equipment. ISSC is not a MBE or WBE firm.

- Recommendations:**
1. Reduce proposed supplemental appropriation (File 101-96-59) in the amount of \$894,659 by \$93,235 in salaries and \$23,401 in fringe benefits for a total reduction of \$116,636, to \$778,023 in accordance with Comment No. 2.
  2. Reserve the amount of \$201,059 for computers and other equipment (File 101-96-59) pending EIPSC approval in accordance with Comment No. 4 above.
  3. Amend the Annual Salary Ordinance (File 102-96-16) to make the 13 new positions Limited Tenure instead of Permanent positions in accordance with Comment No. 3.
  4. Approve the proposed ordinances as amended.

## I N T E R O F F I C E   M E M O R A N D U M

**Date:** 21-Apr-1997 09:05am PDT  
**From:** Jan Esbaugh  
ESBAUGH  
**Dept:** DSS - F&CS  
**Tel No:** 558-2808

**TO:** Julie Murray Brenman ( BRENMAN )  
**CC:** Lacinda Hummel ( HUMMEL )  
**CC:** Sally Kipper ( KIPPER )  
**CC:** Michele Rutherford ( RUTHERFORD\_M )

**Subject:** CWS/CMS

1. Family Service Units

There are currently 6 Family Service Units. These Units are responsible for providing services to families where the children have been adjudged dependents of the court because of abuse or neglect. The court has ordered services to the families with the children remaining in the home or removed the children to foster homes and ordered reunification services in the hope that the children can be returned within eighteen months.

There are currently 1145 families being served in the Family Service Units. This is an average of 27 families per Child Welfare Worker.

The Department is moving toward the implementation of the Family Preservation model in FSU as well as instituting Concurrent Planning for children. It is impossible to do these activities with caseloads of 27 families. On 1/1/97 there was a change in the law which allows for only six months of reunification services for a significant number of families. This negatively impacts our ability to provide mandated court ordered service with this size caseload.

Funding for these positions will continue under Title IV-E Child Welfare Services funds. There is no indication at this time that the Federal Government intends to decrease or eliminate current Child Welfare Funding.

CWS/CMS SUPPLEMENTAL OVERTIME

CLASSIFICATION	1 HOUR O.T.	Group 1 #S>8<15	Group I O.T. FOR CLASS.	Group II >15 - 24	Group II O.T. FOR CLASS.	Group III >24 -40	Group III O.T. FOR CLASS.
2944'S/17'S	56.86					24	1,365.00
2940'S	50.58	8	404.64	13	657.54	142	7,182.00
2904'S	34.18	1	34.18	0	230.02	13	444.34
1426'S	32.86	3	98.58	7	42.22	18	591.48
1430/32	34.60					6	207.60
2912'S	42.22	12	506.64	1	39.63	9	379.98
1408'S	39.63			1	31.34	0	0
1444'S	31.34			1	42.43	2	62.68
1452'S	42.43					1	42.43
2948'S	63.94					5	319.70
2916'S	46.31					3	138.93
2914'S	48.38					2	96.76
TOTAL O.T. TRNG LEVEL		24	1,044.04	23	1,043.18	225	10,830.90

Group 1 4 hours @ 1,044 = \$ 4,176.00

Group II 8 hours @ 1,043 = \$ 8,345.44

Group III 20 hours @ 10,831 = \$216,620.00

\$229,141.44

→ \$100,000 FY96-7  
\$129,141 FY97-8



Item 9 - File 101-96-61

**Department:** Department of the Environment

**Item:** Supplemental appropriation ordinance appropriating \$96,920 from a previously established General Fund Reserve for services of other departments, equipment, materials and supplies, and telephone services in order to establish an office for Department of the Environment.

**Amount:** \$96,920

**Source of Funds:** Environmental Department General Fund Reserve established by the Board of Supervisors in the FY 1996-97 budget.

**Description:** The Department of the Environment was established in accordance with the new City Charter which went into effect on July 1, 1996. Department of the Environment policy is set by the seven-member Commission on the Environment, appointed by the Mayor, which began meeting in October 1996. The Department of the Environment is charged with implementing a strategy for long-term environmental sustainability at the municipal level through collaboration with other agencies and elected officials, community outreach, and implementation of new, innovative programs. The Department of the Environment's director was appointed by the Mayor in January 1997.

In the City's FY 1996-97 budget, which was approved by the Board of Supervisors, the Department of the Environment was allocated a total of \$117,842. Although three positions were approved for the Department in the FY 1996-97 Annual Salary Ordinance, only two of the three positions, the Director and Secretary to the Commission on the Environment were funded. The position of Executive Secretary was not funded.

In addition to the appropriation of \$117,842, during the FY 1996-97 budget process, the Board of Supervisors established an Environmental Department General Fund Reserve in the amount of \$443,000.

This budget request of \$96,920 includes work order funds to the Administrative Services Department for a 1450 Executive Secretary, services of the Real Estate Department to obtain office space, services of the Telecommunications and Information Services Department for establishing a telephone system, services of the



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Information Services Division of the Telecommunications and Information Services Department for setting up a computer system, equipment, materials and supplies, and telephone expenses needed to establish an office for the Department of the Environment.

**Budget:**

The budget submitted by the Department of Environment for this requested supplemental appropriation for the period retroactive to July 1, 1996 through June 30, 1997 is as follows:

1.0 FTE 1450 Executive Secretary I	\$51,120
Materials and Supplies	1,000
Equipment (See Attachment)	22,800
Services of Real Estate Dept. (approx. 41 hours @ \$85 per hour)	3,500
Telephone Services (5 months at \$100/month)	500
Services of Telecommunications and Information Services Department (installation and configuration of computer system)	
1819 MIS Specialist III, approx. 133 hours @ \$60/hour)	8,000
Contingencies	<u>10,000</u>
Total	\$93,920

**Comments:**

1. The subject supplemental appropriation is the first request for funds from the \$443,000 previously established Environmental Department General Fund Reserve. Ms. Beryl Magilavy, Director of the Department of the Environment, advises that a second supplemental appropriation requesting funds for program expenses for the Department of the Environment is currently being reviewed by Mayor's Office and will be submitted to the Board of Supervisors for approval.

2. Ms. Magilavy advises that a 1450 Executive Secretary I, from the Department of Administrative Services, was dedicated under a workorder to the Department of the Environment from the beginning of FY 1996-97, in anticipation of the appointments of the Commissioners and its Director. According to Ms. Magilavy, the Executive Secretary, working out of the offices of the Administrative Services Department, has performed only partial duties for the Department and the Commission since July 1, 1996. According to Ms. Magilavy this is due in part to the delay in establishing the Department as the Director was not hired until January of 1997 or seven months into the start of FY 1996-97. Ms. Magilavy advises that the Executive Secretary has also performed duties for the Administrative Services Department.

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Although the Executive Secretary worked only 15 percent of her time for the Department of the Environment, the Department is now requesting the full FY 1996-97 salary amount of \$51,120 in the form of a workorder to the Administrative Services Department for a 1450 Executive Secretary I for the period from July 1, 1996 through June 30, 1997. Mr. Mike Martin of the Mayor's Office has also requested that the workorder for the Executive Secretary, who is working out of the Administrative Services Department offices, be paid from the General Fund Reserve previously established by the Board of Supervisors for the Department of the Environment.

Ms. Magilavy advises that the Department of the Environment is currently interviewing for a 1450 Executive Secretary which will be funded for the remainder of FY 1996-97 through salary savings in the Department's budget.

3. As noted above, the Department is requesting funds for services of an Executive Secretary for the period July 1, 1996 through June 30, 1997. Therefore the proposed ordinance should be amended to provide for retroactivity.

4. Ms. Magilavy advises that she does not currently occupy office space provided by the City. Instead Ms. Magilavy has been working in the office space of her former employer, located in San Francisco, since her appointment as Director of the Department in January 1997.

Ms. Magilavy reports that the Department entered into a month-to-month lease for office space, located at 1540 Market Street, beginning February 1, 1997 at a rate of \$341 per month and that lease negotiations are still under way between the City and the landlord for additional adjacent office space and improvements. According to Ms. Magilavy, the Department of the Environment has not occupied the leased office space because telephones have not yet been installed. According to Ms. Magilavy, the Department will begin occupying the office space on April 28, 1997. The Department of the Environment has been paying rent on this office space, from the previously allocated funds of \$117,842, while the office space has been unoccupied. Ms. Claudine Venegas of the Department of Real Estate states that the space was leased beginning February 1, 1997 with the understanding that the Department of the Environment would move in immediately. However the move has not yet taken place due to the unexpected delay in obtaining telephone installation services.

Ms. Venegas advises that the requested amount of \$3,500 for Real Estate services provided to the Department of the Environment is for preparation of the temporary and permanent lease documents and preparation of legislation concerning the permanent lease which will be submitted for approval by the Board of Supervisors.

5. The Department is requesting \$1,000 for materials and supplies. Ms. Magilavy advises that this includes paper, pens, printer supplies, desktop supplies, file folders, and other miscellaneous items needed to establish a new office.

6. The Department is requesting a total of \$500 for telephone services at \$100 per month for 5 months through June 30, 1997. However, according to Ms. Magilavy telephones will be hooked up on April 25, 1997 and Ms. Magilavy will begin occupying the office space on April 28, 1997. The period from April 28, 1997 through June 30, 1997 is slightly more than 2 months. Therefore, the Budget Analyst recommends that funds for telephone services be reduced by \$300 from \$500 to \$200.

7. The Department is requesting \$8,000 for services of the Information Services Division of the Telecommunications and Information Services Department. These funds will be used to fund an 1819 MIS Specialist III to install and configure the Department's computer system and connect it to the City's e-mail system and the Internet, based on a total of approximately 133 hours at \$60/hour.

8. As noted on the Attachment, the equipment requested by the Department includes one server and one computer terminal. According to Ms. Deborah Vincent James of the Electronic Information Processing Steering Committee (EIPSC), EIPSC has not reviewed the proposed computer purchases. However, Ms. Vincent-James states that City departments can purchase up to 20 personal computer items annually without the review of EIPSC and the Department of the Environment is within that limit.

9. Based on inquiries of the Budget regarding details for the \$10,000 request for contingencies, the Department is now requesting \$7,000 from those contingency funds for services of the Telecommunications and Information Services Department for wiring and installation of the Department's entire telephone system. Ms. Magilavy advises that the Department of Telecommunications and Information Services has recently provided an estimate of \$10,000 for telephone wiring and installation services. Ms. Magilavy advises that the Department has available

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surplus funds for these services in the amount of \$3,000. Therefore \$3,000 can be reduced from the \$10,000 request for contingency. The Department is requesting, however, that \$7,000 of the requested \$10,000 in contingencies be approved but placed on reserve for services of the Department of Telecommunications and Information Services for telephone wiring and installation pending submission of actual costs.

- Recommendations:**
1. Amend the proposed ordinance by reducing the requested supplemental appropriation of \$96,920 (a) by the amount of \$300 for telephone expenses in accordance with Comment No. 6 and (b) \$3,000 from contingencies in accordance with Comment No. 9, for a total reduction of \$3,300 to \$93,620.
  2. Amend the proposed ordinance by placing \$7,000 on reserve for telephone services pending submission of actual costs in accordance with Comment No. 9.
  3. Amend the proposed ordinance to provide for retroactivity in accordance with Comment No. 3.
  4. Approve the proposed ordinances, as amended.





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Item 10 - File 101-96-62

**Department:** Department of Elections

**Item:** Supplemental appropriation for salaries, fringe benefits and other current expenses, providing for ratification of action previously taken.

**Amount:** \$927,045

<b>Sources of Funds:</b>	\$290,979	General Fund Reserve
	570,439	SB90 Revenues (See Comment No. 2)
	<u>65,627</u>	Other General Government Charges (See Comment No. 2)
	\$927,045	

**Description:** The proposed supplemental appropriation would be used for (1) \$74,975 for a budget deficiency resulting from the November 5, 1996 election; (2) \$802,070 to conduct the upcoming special election on June 3, 1997 and (3) \$50,000 to hire consultants to determine the feasibility of acquiring a new voting system.

\$74,975 for a Budget Deficiency Resulting from the November 5, 1996 Election: The Department of Elections reports that the November 5, 1996 Presidential Election was underbudgeted because more residents registered to vote than anticipated due to the "motor-voter bill" and increased naturalization of new citizens. This increase in voter registrations resulted in more data entry work than the Department originally budgeted. In addition, the voter pamphlet, originally budgeted for 180 pages, was actually 204 pages, or 24 pages longer than anticipated, which increased the production and postage costs. Furthermore, 600 polling places were budgeted, but 652 polling places were opened, or an additional 52 polling places for the November 5, 1996 election, resulting in additional staffing costs. The \$74,975 budget deficiency includes \$15,117 for Temporary Salaries and \$59,858 for Other Current Expenses, including such items as printing and postage.

\$802,070 to Conduct the Upcoming Special Election on June 3, 1997: The June 3, 1997 Special Election will contain the following six measures: (1) Cultural Facility General Obligation Bonds; (2) Education Facility General Obligation Bonds; (3) Zoo General Obligation Bonds; (4) Stadium Revenue Bonds; (5) Land Use Measure related to the Stadium Bonds; and (6) PUC Revenue Uses. The Department reports that there are currently 483,000

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registered voters, of which the Department anticipates a 30 to 50 percent turnout for the June 3, 1997 election. Of these voters, the Department estimates 30 to 50 percent will vote by absentee ballot and 50 to 70 percent will vote at their polling place. The Department originally anticipated that the voter pamphlet for the June 3, 1997 election, which will be sent to all registered voters, would comprise approximately 60 pages and that 530 polling places would be used (See Comment No. 4).

The details for this \$802,070 Special Election budget is shown in the Attachment provided by the Department.

\$50,000 to Hire Consultants to Determine the Feasibility of Acquiring a New Voting System: The Department of Elections wishes to hire a consulting firm to prepare a Request for Proposal (RFP) to evaluate whether it is advisable to recommend acquiring a new voting system (See Comment No. 5). According to Ms. Germaine Wong of the Department of Elections, the consultant would work with the Department and the Citizens Advisory Committee on Elections to conduct extensive surveys of those representatives interested in the election process, including political clubs, elected officials, politicians, campaign managers, the disabled, ethnic and language minorities, neighborhood groups and others active in political and election procedures. The consultant would also be responsible for identifying various vendors of voting systems, preparing a RFP for the Department and coordinating the selection process.

**Budget:**

A summary budget is as follows:

<u>Budget Deficiency</u>	
Temporary Salaries	\$15,117
Other Current Expenses	<u>59,858</u>
	\$74,975
<u>Expenditures in June 3, 1997 Special Election</u>	
See attachment for budget details	802,070
<u>Consultant to Prepare RFP to Evaluate</u>	
<u>Advisability of Acquiring a New Voting System</u>	<u>50,000</u>
	\$927,045

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**Comments:** 1. An analysis of the budget deficiency for the \$74,975 is as follows:

	Amount Included in FY 1996-97 Budget for November, <u>1996 Election</u>	Amount Expended on November, 1996 <u>Election</u>	Budget Deficiency <u></u>
Temporary Salaries	\$381,192	\$396,309	\$15,117
Fringe Benefits	31,000	31,000	0
Other Current Expenses	<u>1,001,486</u>	<u>1,061,344</u>	<u>59,858</u>
Total	\$1,413,678	\$1,488,653	\$74,975

2. Senate Bill (SB) 90 revenues are reimbursements to the Department of Elections for additional costs as a result of State mandates for absentee voting. The Department currently has a total of \$570,439 of SB90 funds available to fund the proposed supplemental appropriation request. The Other General Government Charges are revenues generated from requests for copies of election and voter-related information on paper or electronically.

3. The proposed supplemental appropriation also provides for ratification of action previously taken since the funds from the appropriation would be used to reimburse expenses incurred from the November, 1996 election.

4. Ms. Wong reports that the Department cannot accurately predict the number of pages in the voter handbook or the number of voters that will turn out for each election, often resulting in varying costs to the Department for each election. For example, Ms. Wong, reports that when this proposed supplemental appropriation was initiated, it was anticipated that the voter pamphlet for the June 3, 1997 election would contain 60 pages. In fact, Ms. Wong reports that the voter pamphlet will contain 108 pages, or 48 more pages than anticipated. However, according to Ms. Wong, most of these additional pages are the result of paid arguments, which should generate sufficient revenues to offset most of the additional printing and postage costs for the voter pamphlet. Ms. Wong reports that overall the Department of Elections does not currently anticipate that it will exceed their budget for the upcoming June 3, 1997 Special Election. Based on a limited review of the \$802,070

budget request for the Special Election, the Budget Analyst believes that this request is reasonable. However, as Ms. Wong indicated, there are sufficient uncertainties which make it difficult to precisely project the actual costs of this Special Election.

5. According to Ms. Wong, San Francisco's existing Votomatic System is over 20 years old and consists of punch cards, which have limited space. Ms. Wong reports that on two previous elections, the Department has had to use two cards for each voter because they ran out of room to accommodate the voting needs on one card. This led to some confusion on the part of the voters and in tabulating the results. In addition, Ms. Wong is concerned that the new requirement for open primaries, which will require that all candidates be placed on the primary ballot, regardless of whether the voter is a registered Democrat, Republican, Independent or other party, will further lengthen the ballot. Furthermore, Ms. Wong reports that there have been numerous requests for faster turnaround of the election results, which is not currently possible with the existing Votomatic System.

Ms. Wong estimates that the cost to purchase a new voting system may be approximately \$6 million. However, Ms. Wong reports that a decision has not been made whether the Department would purchase, or would instead, lease a new voting system. Depending on the type of voting system selected and whether it is purchased or leased would determine the final costs of the system. Ms. Wong reports that the City's General Fund would be the source of funding for a new voting system.

6. The Department has not yet selected the proposed consultant to determine the feasibility of acquiring a new voting system. According to Ms. Wong, an RFP process will be used to select the consultant. Therefore, if the Finance Committee approves the requested \$50,000 for hiring a consultant, the \$50,000 for the consulting services should be placed on reserve pending the selection of the consultant, the MBE/WBE status of the consultant and the number of hours and hourly rates for the selected consultant.

**Recommendations:** Approve \$877,045 of the proposed supplemental appropriation to pay for the budget deficit from the previous November, 1996 election and the estimated costs for the upcoming June, 1997 Special Election.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 30, 1997 Finance Committee Meeting

Approval of the requested \$50,000 for consulting services to determine the feasibility of acquiring a new voting system for San Francisco is a policy matter for the Board of Supervisors.

If the Finance Committee approves the requested \$50,000 for the consultant services, these funds should be placed on reserve in accordance with Comment No. 6.



SUPPLEMENTAL APPROPRIATION DETAIL

DEPARTMENT OF ELECTIONS	6/3/97 ELECTION
TEMPORARY SALARIES	149,412 APPROXIMATELY 48 EMPLOYEES WORKING FOR SIX WEEKS
OVERTIME	14,500 APPROXIMATELY 48 EMPLOYEES WORKING ELECTION NIGHT PLUS APPROXIMATELY 20 PEOPLE WORKING WKENDS & NIGHTS
MANDATORY FRINGES	10,200
OTHER FEES	149,750 POLL WORKER STIPENDS*
OTHER EXPENSES	467,708 PRINTG, POSTAGE, ADDR'G, POLL PL RENTAL, TRUCK RENTAL, BALLOTS
MATERIALS AND SUPPLIES	10,500 POLL WORKER MANUALS, ROSTERS OF VOTERS, SIGNS
SERVICES OF OTHER DEPTS	0
	802,070

\*Poll worker stipends include \$79 for lead inspectors and \$62 for clerks.

Memo to Finance Committee  
April 30, 1997

Item 11 - File 101-96-63

**Department:** Ethics Commission

**Item:** Ordinance appropriating \$17,190 for temporary salaries, fringe benefits and other current expenses.

**Amount:** \$17,190

**Source of Funds:** General Fund Reserve

**Description:** In November of 1996, the voters of the State of California passed Proposition 208 which established new spending limits and restrictions on the use of campaign contributions. Since Proposition 208 was passed after the Fiscal Year 1996-97 budget was prepared, the Ethics Commission did not include funding for the implementation of Proposition 208, which was effective January 1, 1997. Additional funding is also requested in the proposed supplemental appropriation for the additional workload due to the Special Election which will be conducted on June 3, 1997 and was called subsequent to the preparation of the Fiscal Year 1996-97 budget.

**Budget:**

**Implementation of Proposition 208**

	No. of <u>Hours</u>	Rate <u>Per Hour</u>	<u>Amount</u>	<u>Total</u>
Temporary Salaries:				
Clerical Staff	150	\$15	\$2,240	
Audit Staff	80	\$25	1,991	
Fringe Benefits			359	
Other Current Expenses:				
Reproduction			3,700	
Postage			<u>2,820</u>	\$11,110

**Special Election of June 3, 1997**

	No. of <u>Hours</u>	Rate <u>Per Hour</u>	<u>Amount</u>	
Temporary Salaries:				
Clerical Staff	250	\$15	\$3,733	
Audit Staff	40	\$25	995	
Fringe Benefits			402	
Other Current Expenses:				
Reproduction			800	
Postage			<u>150</u>	<u>6,080</u>

Total Supplemental Appropriation Request \$17,190

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. The Ethics Commission must now monitor contributions from political party committees, aggregate contributions from entities other than individuals, receipt of contributions after each election and the distribution of excess campaign funds. The Commission plans to provide the necessary notifications, manuals, forms and information about Proposition 208 that are applicable to San Francisco to approximately 500 individuals, committees and entities currently registered with the Ethics Commission. At least three mailings must occur during Fiscal Year 1996-97.

2. There will be two pre-election statements for the June 3, 1997 election which must be filed in April and May that the Ethics Commission must review. The Commission will also be required to reproduce and mail the notifications, forms and information to the entities that will be participating in the Special Election. According to Ms. Jane Rubin, the Executive Director of the Ethics Commission, mailings are expected to be made to approximately 50 to 100 entities which will include (a) the seven committees which have been formed to date for the purpose of supporting or opposing the measures which will be on the June, 1997 ballot as well as (b) existing political organizations, major donors, etc. which may be interested in taking a position on these ballot measures supporting or opposing the measures which will be on the June 3, 1997 Special Election ballot.

**Recommendation:** Approve the proposed supplemental appropriation ordinance.

Items 12 - Files 27-97-5

**Department:** Airport Commission

**Item:** Resolution approving early termination of leases between Shell Oil Company and the City and County of San Francisco, acting by and through its Airport Commission.

**Description:** In 1976, the City and County of San Francisco entered into two lease agreements whereby certain Airport properties would be leased to Shell Oil Company (Shell) for the purposes of distributing, marketing, selling, and storing petroleum products for aircraft. The two leases for "The Plot 22 and Pier 3 Bulk Fuel Storage and Wharf Area" and "The Plot 3A-2 and Plot 3B Refueler Truck Loading and Fuel Storage Sites" commenced on July 1, 1976 for a term of five years with two ten year options. Shell exercised its final option for these leases on July 1, 1991 which extended the term of each lease through June 30, 2001 unless sooner terminated.

The proposed resolution would approve the early termination of these two leases between the Airport and Shell.

Because Shell has discontinued its activities on the Airport properties and wishes to relinquish its leases, the Airport wishes to reacquire these properties (a) to be used as staging areas for construction related to the Airport Master Plan Expansion Program and (b) to be leased to other tenants (see Comment No. 2 below).

The Termination of Leases Agreement for the two leases to be terminated between the Airport and Shell provides for Shell to demolish and/or remove all of its personal property, equipment, tanks and any pipelines. The Agreement also requires Shell to perform environmental monitoring and any future cleanup requirements.

**Comments:** 1. According to Mr. Robert Rhoades, Assistant Deputy Airport Director, Shell currently pays \$137,000 annually under the two lease agreements. Mr. Rhoades reports that the annual reduction in revenues resulting from the proposed lease termination would be offset by revenue increases that are spread across all other Airport tenants, and that there would be no impact on the Airport's FY 1996-97 budget. In addition, Mr. Rhoades states that the Airport expects to lease the some of the property to new tenants at a higher lease rate than the current lease rate of approximately \$11,417 per month under the existing lease agreements with Shell.

2. According to Mr. Rhoades, Shell is currently in the process of vacating the properties. Mr. Rhoades expects that Shell will vacate the properties by May 1, 1997. Once the demolition and/or removal of Shell property, equipment, tanks, and pipelines are completed, the Airport expects to use the properties during the Master Plan Expansion Program for staging purposes and, eventually, develop the property for aviation use.

3. According to the proposed Termination of Leases Agreement, the effective date for the termination is retroactive to September 1, 1996, pending approval of this proposed resolution by the Board of Supervisors. Mr. Rhoades reports that the Termination of Leases Agreement has been signed by Shell Oil Company and the Airport Commission, and that Shell Oil Company is currently working to vacate the premises of "The Plot 22 and Pier 3 Bulk Fuel Storage and Wharf Area" and "The Plot 3A-2 and Plot 3B Refueler Truck Loading and Fuel Storage Sites." Therefore, the proposed resolution should be amended to provide for ratification of actions previously taken.

**Recommendation:**

1. In accordance with Comment No. 3, amend the proposed resolution to provide for ratification of actions previously taken
2. Approve the proposed resolution as amended.



Item 13 - File 101-96-65

**Department:** Community Substance Abuse Services Division  
Department of Public Health (DPH)

**Item:** Appropriation of \$1,670,000 to fund various substance abuse services for FY 1996-97.

**Amount:** \$1,670,000

**Sources of Funds:**

General Fund Reserve:	\$670,000
Short-Doyle Medi-Cal Reimbursement:	500,000
Federal Substance Abuse and Mental Health Services Administration	
Block Grant HIV Set-Aside:	<u>500,000</u>
Total	\$1,670,000

**Description:** On November 25, 1996 the Board of Supervisors approved a resolution endorsing the goal of substance abuse treatment on demand for indigent San Franciscans, and urging the Mayor, the Health Commission and the Director of Public Health to provide full funding in the City's FY 1997-98 budget for substance abuse treatment on demand (Resolution 1055-96, File 30-96-20).

The proposed supplemental appropriation would provide a total of \$1,670,000 during FY 1996-97 to replace expired Federal grant funds and to initiate the expansion of treatment programs, so that the subject programs will be fully operational at the outset of FY 1997-98.

The program expansions proposed in this subject supplemental appropriation would not be sufficient to provide full substance abuse treatment services on demand for indigent San Franciscans, but would reduce waiting lists. According to Dr. Larry Meredith, Director of Community Substance Abuse Services (CSAS), approximately 12,000 persons are currently being treated annually by CSAS-funded programs. Dr. Meredith advises that an average of 5,000 persons are in treatment at any given time. A total of approximately 10,000 persons annually are on waiting lists to enter treatment for substance abuse, according to Dr. Meredith. He states that the program expansions that would be initiated in the proposed supplemental appropriation would increase the existing treatment capacity by approximately 192 treatment

slots annually, or 1,700 persons annually, which would reduce annual waiting lists by approximately 17 percent.

Mr. Jim Stillwell of the CSAS reports that the proposals contained in the subject supplemental appropriation were prepared by CSAS staff in response to hearings that were held during November, 1996 by the former Health, Public Safety and Environment Committee of the Board of Supervisors. Mr. Stillwell further advises that the program expansions contained in this subject supplemental appropriation were selected because (1) they add resources in high priority service areas such as expanding treatment capacity for pregnant and post-partum women, homeless persons, poly-drug users and inhalant abusing youth; and (2) the programs all have existing facilities, providers with successful track records and the organizational capacity to expand services without a lengthy start-up period. In addition, Mr. Stillwell advises that the CSAS opted to continue funding for the existing programs included in the proposed supplemental appropriation because the programs have been determined by CSAS to be effective, and needed as part of the treatment continuum.

The proposed supplemental appropriation request in the amount of \$1,670,000 includes \$670,000 in General Fund monies, \$500,000 in additional State Medi-Cal revenues, and \$500,000 in Federal Block Grant funds. The specific services to be funded through each funding source are described below.

**I. Programs to be Funded by**

<b>General Fund</b>	<b>\$670,000</b>
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- |  |                  |
|--|------------------|
| <b>• Replace expired Federal Grant at Epiphany Center<br/>Family Program</b> | <b>\$200,000</b> |
|--|------------------|

The proposed funds would be used to replace Federal funding for the period retroactive to January 1, 1997 through June 30, 1997 for the Epiphany Center Family Program, a non-profit organization, that provides substance abuse day treatment services to 60 families per year. Between October 1, 1996, when Federal funding expired, and December 31, 1996, Epiphany funded the program by using carry-forward funds, donations, and by reducing the program size. As of January 1, 1997, to prevent a disruption in services, CSAS authorized the

Epiphany Center Family Program to continue to provide services. (See Comment No. 1.)

- **Baker Places Detoxification with Medical Support Services Expansion for Homeless** **\$100,000**

In November 1996, the City was awarded a three-year Federal grant, in the amount of \$1,300,000, to enable the City to expand its medical detoxification services for residential treatment by adding ten treatment slots. Specifically the grant funds were designated for homeless substance abusers with mental health and other medical problems in need of medical detoxification services during a residential treatment episode. In order to achieve full funding for this program, CSAS is required to provide a 50 percent match, or \$400,000 per year.

Dr. Meredith states that CSAS selected Baker Places, a non-profit agency, on a sole-source basis, to provide the detoxification with medical support services because Baker Places is the only qualified agency that is currently capable of expanding its current treatment capacity to accommodate ten additional residential treatment slots with accompanying medical detoxification services. Treatment will be provided to 120 individuals annually.

The proposed \$100,000 in General Fund monies would enable Baker Places to begin providing these services from April 1, 1997 through June 30, 1997. (See Comment No. 2.) This represents one quarter of the annual match.

- **San Francisco General Hospital (SFGH) /S.T.O.P. Stimulant Abuse Outpatient Program - Expand existing outpatient stimulant abuse treatment** **\$60,000**

The proposed funding would be used to expand the current level of outpatient stimulant abuse treatment (i.e. cocaine, speed) by adding 22 treatment slots. Dr. Meredith states that CSAS selected SFGH's Stimulant Treatment Outpatient Program (STOP), on a sole source basis, to provide these services because STOP is the only existing stimulant abuse outpatient program that is currently capable of expanding its current treatment capacity to accommodate an additional 22 slots, both in terms of available space, and administrative infrastructure. The proposed \$60,000 would

enable S.T.O.P to begin providing these services from April 1, 1997 through June 30, 1997. (See Comment No. 2.)

• **Expansion of Dual Diagnosis  
Residential Treatment** **see below for amounts**

In 1996, the Tom Smith Center, a CSAS-funded residential treatment program which provided dual diagnosis residential treatment (treatment for individuals with substance abuse and mental health problems), closed. The funding for this program was reallocated on a temporary basis to Walden House and Chemical Awareness Treatment Services (CATS), two non-profit agencies, to continue the services provided by the Tom Smith Center, until the funds could be redistributed through a Request for Proposal (RFP) process. The RFP process was completed, and Baker Places, a non profit agency, was awarded the entire amount of funding. Baker Places will begin providing services on April 1, 1997. (Note that this is a different service, funded through previous appropriations, than the Baker Places detoxification service described above.)

However, Dr. Meredith advises that because there is an overall need to expand services beyond the existing level, the proposed funding would be used to provide a net increase in dual diagnoses treatment services using the two agencies that originally provided the services on a temporary basis.

*Walden House Intensive Treatment* **\$75,000**

The proposed funds would be used to expand the current level of available treatment for substance abusers with co-occurring mental illness, by retaining six residential treatment beds that had been added temporarily at Walden House, and would otherwise be eliminated with the start of the Baker Places contract described in the paragraph above. Dr. Meredith advises that this will enable approximately 50 additional individuals to be served annually. The six residential slots will be linked to the new Baker Places Detoxification with Medical Support Services (see above) to ensure that newly detoxified homeless clients with co-occurring mental illness are able to continue their treatment, so as to minimize the risk of relapse associated with living in shelters or on the streets.

The proposed \$75,000 would enable Walden House to continue providing these services for the period April 1,



1997 through June 30, 1997, without interruption. According to Dr. Meredith, Walden House was selected to provide these services on a sole-source basis due to its experience with this population, and because it has an adequate facility to accommodate the proposed treatment slots. Mr. Stillwell advises that, because Walden House was already providing the subject slots on a temporary basis, the CSAS authorized Walden House to continue to provide the slots after April 1, 1997 without interruption. (See Comment No. 1.)

*Chemical Awareness and Treatment  
Services (CATS): A Woman's Place*

**\$25,000**

A Woman's Place is a program operated by Chemical Awareness Treatment Services, a non-profit agency. The proposed funds would be used to provide substance abuse and mental health treatment services for 200 women annually. The proposed funds would be used to expand the current level of available substance abuse treatment for homeless women, be retaining the services that were temporarily provided by CATS, which would otherwise have been terminated upon the April 1, 1997 start of the above-mentioned Baker Places dual diagnosis treatment services contract. The proposed services, consisting of alcohol and other drug education classes, crisis intervention, individual and group counseling, and linkages to other health and social services, would be provided to women staying at A Woman's Place, a shelter for homeless women.

The proposed \$25,000 would enable A Woman's Place to continue providing these services for the period April 1, 1997 through June 30, 1997. Dr. Meredith states that A Woman's Place was selected to provide these services on a sole-source basis due to its experience and success working with the target population.

- **Tom Waddell Health Center -  
Add Substance Abuse Workers**

**\$40,000**

The proposed funding would be used to add three full-time employees, at an annual cost of \$164,001, to the existing staff at the DPH Tom Waddell Health Center, in order to implement a substance abuse treatment component to the existing array of services offered by the Health Center. The target population at the Tom Waddell Health Center is homeless individuals. The proposed personnel includes two



Health Workers (\$42,427 each annually, or \$10,606 each for a three month period) and one Nurse Practitioner (\$79,147 annually, or \$19,786 for a three month period) for a total amount of \$40,998 for a three month period. The balance of \$998 above the \$40,000 requested in this supplemental appropriation would be absorbed within the Tom Waddell Health Center's existing budget. These positions are not civil service positions, and would each be hired through a fiscal agent. The budget assumed that the personnel would start April 1, 1997. (See Comment No. 2.) Dr. Meredith advises that the substance abuse treatment component to be provided by the three staff persons is expected to provide services to 1,000 homeless individuals annually.

- **Mission Council on Alcohol Abuse  
for the Spanish Speaking - Expand  
Latino/Latina Focus Outpatient Treatment** **\$45,000**

The proposed funding would be used to expand the current level of outpatient treatment services for Spanish speaking individuals living in the Mission by adding 25 treatment slots. The proposed expansion is expected to eliminate a waiting list in the Mission District for culturally and linguistically specific substance abuse treatment services. Dr. Meredith states that, on an annual basis, services will be provided to 100 individuals.

According to Dr. Meredith, the Mission Council on Alcohol Abuse for the Spanish Speaking was selected by CSAS on a sole source basis due to its experience providing culturally and linguistically relevant services in the Mission. The proposed \$45,000 was budgeted to enable the Mission Council on Alcohol Abuse for the Spanish Speaking to begin providing services April 1, 1997 through June 30, 1997. (See Comment No. 2.)

- **Walden House - Preserve Post-Detoxification  
Residential Treatment for Homeless** **\$45,000**

The proposed funding would be used to preserve the current level of available residential treatment by funding 10 treatment slots for homeless men and women that were previously funded by a State contract that has expired. The ten slots would be reserved for homeless men and women completing a treatment episode at the new Detoxification Facility with Medical Support at Baker Places (see above).

Dr. Meredith states that, on an annual basis, services would be provided to 40 men and women per year.

According to Dr. Meredith, Walden House was selected by CSAS on a sole source basis due to its experience with this population, and because its site has already been able to accommodate the addition of ten residential treatment slots. The proposed \$45,000 was budgeted to enable Walden House to begin providing services April 1, 1997 through June 30, 1997. As of April 1, 1997, to prevent a disruption in services, CSAS authorized Walden House to continue to provide services. (See Comment No. 1.)

- **Youth Inhalant Program - Education, Prevention,  
Early Intervention and Treatment** **\$80,000**

The proposed funds would be used to implement a Youth Inhalant Program in the Mission, including education, prevention, early intervention and treatment activities for 250 youth. The DPH selected Horizons Unlimited, a non-profit agency, on a sole-source basis, to serve as the lead agency and fiscal agent for youth services agencies located in the Mission which will be responsible for implementing this program. Dr. Meredith states that the DPH selected Horizons Unlimited due to their experience working with youth in the Mission, and because of their ability to create a broad coalition of existing Mission-based service agencies concerned about youth.

The proposed \$80,000 was budgeted to enable Horizons Unlimited to begin providing services April 1, 1997 through June 30, 1997. (See Comment No. 2.)

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**TOTAL GENERAL FUND MONIES** **\$670,000**

## **II. Programs to be Funded by Short Doyle Medi-Cal Reimbursement** **\$500,000**

- **Walden House - Dual Diagnosis Treatment  
for Medi-Cal Eligible Substance Abuse Clients** **\$400,000**

In order to provide mental health treatment services to 160 clients currently receiving substance abuse services, the proposed supplemental appropriation request would

increase the DPH's expenditure authority of State Short Doyle (mental health) Medi-Cal funds, by \$400,000. These funds would be allocated to Walden House, enabling Walden House to be reimbursed for providing mental health services, including day rehabilitative services and medication support services to its residential and outpatient clients with co-occurring mental health and substance abuse diagnoses. Previously appropriated FY 1996-97 CSAS General Fund monies would be used as the required local match to the proposed increase in State Short Doyle (mental health) Medi-Cal funds.

The proposed \$400,000 would enable Walden House to (1) begin billing the State for the provision of current mental health treatment services as of April 1, 1997 through June 30, 1997, and (2) retroactively bill the State for mental health services that were provided during the period July 1, 1996 through March 31, 1997. (See Comments Nos. 1 and 4).

• **Iris Center - Dual Diagnosis Treatment  
for Medi-Cal Eligible Women** **\$100,000**

In order to provide mental health treatment services to 40 women currently receiving substance abuse services, the proposed supplemental appropriation request would increase the DPH expenditure authority of State Short Doyle (mental health) Medi-Cal funds, by \$100,000. These funds would be allocated to Iris Center, a non profit agency, enabling Iris Center to be reimbursed for the provision of mental health services to its outpatient and day treatment clients with co-occurring mental health and substance abuse diagnoses. Previously appropriated FY 1996-97 CSAS General Fund monies would be used as the required local match to the proposed increase in State Short Doyle (mental health) Medi-Cal funds.

The proposed \$100,000 would enable Iris Center to (1) begin billing the State for the provision of current mental health treatment services as of April 1, 1997 through June 30, 1997, and (2) retroactively bill the State for mental health services that were provided during the period January 1, 1996 through March 31, 1997. (See Comments Nos. 1 and 4.)

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**Total Short Doyle Medi-Cal Reimbursement** **\$500,000**

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**III. Programs to be Funded by Federal  
Block Grant Funds \$500,000**

**SFGH Dept. of Substance Abuse Medicine -  
Increase expenditure of Federal Block  
Grant HIV Set-Aside for HIV Medical Services \$500,000**

The DPH receives an annual funding allocation from the California Department of Alcohol and Drug Programs (DADP), which includes block grant funds from the Federal Department of Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). Subsequent to approval of the FY 1996-97 funding allocation, SAMHSA increased its block grant allocation to the State DADP by \$500,000 for the provision of HIV medical services at substance abuse treatment sites. Approval of the proposed supplemental appropriation would authorize the DPH to accept the funding augmentation, and allocate these funds to San Francisco General Hospital (SFGH). Dr. Meredith states that the proposed \$500,000 would enable the SFGH to provide HIV medical services to 300 clients receiving substance abuse treatment annually.

The proposed \$500,000 was budgeted to enable the SFGH to begin providing the subject services April 1, 1997 through June 30, 1997. (See Comment No. 2.)

**Comments:**

1. The proposed supplemental appropriation should be amended to provide retroactive authorization for certain expenditures that have been made by the CSAS prior to approval of the subject legislation, in order to avoid disruption of existing services.
2. Several of the proposed programs were originally scheduled to commence on April 1, 1997. However, because the subject supplemental appropriation had not been considered by the Board of Supervisors at that time, the start dates have been delayed, in most cases until May 12, 1997. The Attachment to this report, provided by the CSAS, shows the reduced funding requirements, by agency, due to the delayed start date. Based on this information, the subject supplemental appropriation should be reduced by \$591,923, from \$1,670,000 to \$1,078,077. The CSAS concurs with this recommendation.
3. Mr. Stillwell advises that the budget estimates prepared by CSAS for this supplemental appropriation assume that

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



contracts for expansion of existing services will be negotiated at rates per unit of service that are no higher than the current rates paid by the CSAS for such services. Furthermore, Mr. Stillwell states that contracts for new services are expected to be negotiated at the same rates per unit of service as those paid by CSAS for comparable services. The Budget Analyst recommends that the CSAS ensure that the contracts negotiated pursuant to the subject supplemental appropriation do not contain increased rates per unit of service for providers already under contract with the CSAS.

4. Mr. Stillwell advises that, in order to access the additional State Short Doyle (mental health) Medi-Cal funds that are proposed in the subject supplemental appropriation, the CSAS had to initiate the programs so that the State certification process could be carried out. In other words, Mr. Stillwell states that the State regulations require that programs providing mental health services to substance abusers be certified prior to receiving reimbursement for such services. Therefore, Mr. Stillwell states that the CSAS initiated such services on January 1, 1996, after a State policy statement encouraged local jurisdictions to apply for dual diagnosis (e.g. substance abuse and mental health) funding. The subject supplemental appropriation would authorize the CSAS to seek such State Short Doyle Medi-Cal funds.

5. Mr. Stillwell states that all of the programs that would be funded under this proposed supplemental appropriation for the balance of FY 1996-97 are also included for full funding in the proposed FY 1997-98 budget for CSAS. Mr. Stillwell advises that full funding of these programs in FY 1997-98 will require a total of \$2,175,000 in General Fund monies, \$800,000 in increased Short Doyle Medi-Cal revenue, and \$500,000 in increased Federal SAMHSA Block Grant revenue, for a total of \$3,275,000 in FY 1997-98.

Mr. Stillwell further states that the proposed CSAS budget for FY 1997-98 contains funds for additional increases in substance abuse treatment, totaling approximately \$4.7 million. Mr. Stillwell advises that a budget of \$700,000 has been proposed for a 24-hour drop-in treatment center for women in the Tenderloin District. According to Mr. Stillwell, specific proposed allocations of the balance of \$4 million have not been finalized, but will be presented to the Board of Supervisors in the context of the FY 1997-98 budget



process. The Budget Analyst will analyze all such new expenditure proposals during the FY 1997-98 budget review.

6. During the November, 1997 hearings before the Health, Public Safety and Environment Committee regarding the provision of substance abuse treatment on demand, the Budget Analyst reported that, according to DPH estimates, the additional cost that would have to be incurred on an annual basis to provide full substance abuse treatment on demand would be \$16 to \$20 million annually (See File 30-96-20).

- Recommendations:**
1. Amend the subject supplemental appropriation to provide retroactive authorization. (Comment No. 1.)
  2. Reduce the proposed supplemental appropriation by \$591,923, from \$1,670,000 to \$1,078,077, because a later start date than anticipated has reduced FY 1997-98 funding needs. (Comment No. 2.)
  3. The CSAS should ensure that the contracts negotiated pursuant to the subject supplemental appropriation do not contain increased rates per unit of service for providers already under contract with the CSAS. (Comment No. 3.)
  4. Approval of the proposed supplemental appropriation, as amended, is a policy decision for the Board of Supervisors.

## Attachment

**Proposed Substance Abuse Treatment Services  
Estimates of Capacity Increases and Funding Requirements**

	A) Slots: Maintain Capacity	B) Slots: New Static Capacity	C) Individuals Served: Total Annual Capacity	D) 96/97 3rd/4th Quarter ORIGINAL	E) 96/97 3rd/4th Quarter REDUCED	F) 96/97 3rd/4th Quarter SAVINGS
1) Pregnant & Parenting Women						
a) Epiphany Center	30 Families		60 Families	\$200,000	\$200,000	\$0
2) Treatment Expansion						
a) Medical Detox		10	520	100,000	53,846	46,154
b) SFGH S.T.O.P.		22	110	60,000	32,308	27,692
c) Walden House Intensive Tx.	6		50	75,000	75,000	0
d) CATS A Woman's Place	25		200	25,000	25,000	0
e) Tom Waddell Clinic		40	1000	40,000	21,538	18,462
f) Latino Outpatient		25	100	45,000	24,231	20,769
g) Walden House Post-detox	10		40	45,000	45,000	0
3) Youth Inhalant Program		35	250	80,000	56,923	23,077
4) Walden House Dual Diagnosis		40	160	400,000	215,385	184,615
5) Iris Dual Diagnosis		20	80	100,000	53,846	46,154
6) SFGH HIV Program	100		300	500,000	269,231	230,769
<b>TOTAL</b>				<b>\$1,670,000</b>	<b>\$1,072,308</b>	<b>\$597,692</b>

The long delays in processing this Request for Supplemental Allocation have changed the projected starting dates of most of the projects, resulting in the REDUCED request in column D and the SAVINGS in column E. The new start date is May 12, 1997, the beginning of the 7th week of a 13 week fiscal quarter ending on June 30, 1997, resulting in a 46% decrease in operating costs of programs originally projected to begin April 1, 1997.

1) Epiphany Center: retroactive funding is requested starting January 1, 1997, to replace an expiring Federal Grant.

2b) Walden House Intensive Treatment., 2d) CATS - A Woman's Place, and 2g) Walden House Post-detox: retroactive funding is requested starting April 1, 1997 to allow continuation of programs already in operation.

3) Youth Inhalant Program: request included \$50,000 of program operation funds which is reduced by \$23,077 as a result of delaying start up until May 12, 1997.

Item 14 - File 101-96-66

**Department:** Department of Public Health (DPH)

**Item:** Supplemental appropriation ordinance appropriating \$16,063,216 in Patient revenue, Short-Doyle Medi-Cal, Realignment and Tobacco Tax revenues to salaries, fringe benefits, professional services, pharmaceuticals and services of other departments at San Francisco General Hospital (SFGH); and appropriating \$1,783,363 of Realignment and Short-Doyle Medi-Cal revenues to medical services contracts at Community Mental Health in order to adjust the FY 1996-97 budget based on current revenue and expenditure projections.

<b>Amount and Source of Funds:</b>	Medi-Cal, Medi-Care and Other Patient Revenue, Short-Doyle Medi-Cal, Realignment, Tobacco Tax, and Other Revenue - SFGH Operating Fund	\$16,063,216
	Short-Doyle Medi-Cal and Realignment Funds	
	- Mental Health	<u>1,786,363</u>
	Total	\$17,849,579

**Description:** The Department of Public Health (DPH) advises that the volume of services and the patient volume at San Francisco General Hospital (SFGH) have increased significantly over the past 15 months. According to DPH, as of December 1996, the census in SFGH's medical/surgical units totaled 183 patients, or 11 percent higher than the budgeted census of 165 patients, and 33,686 inpatient days of care had been provided, or 3,326 more days than the budgeted amount of 30,360 patient days. DPH advises that SFGH's expenditures and revenues have increased accordingly.

In addition, because of the delayed opening of the Mental Health Rehabilitation Facility (MHRF), which was scheduled to open in the first quarter of FY 1996-97 but did not open until November, 1996, (a) the Division of Mental Health (DMH) was required to make additional payments to State and private facilities for patients who were awaiting transfer to MHRF; and (b) revenues and expenditures at MHRF have been lower than anticipated.

The proposed supplemental appropriation ordinance would also make offsetting adjustments to various revenue accounts within DPH's budget in order to reflect actual Medi-Cal, Medi-Care and Other Patient revenue collections to date.

**San Francisco General Hospital (SFGH)**

SFGH is anticipating an increase of \$16,063,216 in revenues for FY 1996-97, as follows:

- Increased Medi-Care revenues of \$5,021,200 due to the increased patient census;
- An additional \$8,283,923 in Medi-Cal revenues, including (a) \$6,933,700 in additional patient revenue, (b) \$2,229,000 in additional SB 855 and SB 1255 Disproportionate Share Hospital payments; and (c) reduced Medi-Cal patient revenue of \$878,777 from MHRF.
- An increase of \$1,013,500 in Other Patient revenue from commercial insurance companies and the AIDS Drug Assistance Program (ADAP).
- A net increase in other revenue of \$1,744,593, consisting of (a) \$867,700 in new Short-Doyle Medi-Cal revenue; (b) \$100,256 in new Tobacco Tax revenue; (c) \$300,000 in additional Realignment revenue; (d) \$1,463,000 in increased non-operating revenue; and (e) a reduced revenue transfer of \$986,363 from Mental Health.

This \$16,063,216 in anticipated new revenue for SFGH would be expended as follows:

**Permanent and Temporary Salaries and Overtime (\$3,586,060)**

As a result of increased patient activity at SFGH, SFGH projects that it will exceed its permanent and temporary salaries and overtime budgets by \$3,586,060 in FY 1996-97, consisting of:

- \$533,000 in Permanent Salaries, based on (a) a projected shortfall in permanent salaries at SFGH of \$2,723,253; (b) a reduction of \$325,113 to reflect workorder payments to SFGH received from the Fire Department to pay for backfill coverage of Paramedics while they are in training<sup>1</sup>; and (c) salary savings of \$1,865,140 at the MHRF;
- \$2,296,663 in Temporary Salaries - Nurses; and
- \$756,397 in Overtime - Nurses.

**Fringe Benefits (\$4,461,256)**

The proposed supplemental appropriation would increase the appropriation for fringe benefits by \$4,461,256, consisting of

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<sup>1</sup> These funds were also included in the transition budget for the transfer of Paramedics to the Fire Department, which was approved by the Board of Supervisors in April, 1997 (File 101-96-50).

(a) \$3,491,000 due to the underfunding of fringe benefits in SFGH's FY 1996-97 budget; and (b) \$970,256 for fringe benefits related to the increase in salary expenditures, resulting from the increased patient census.

Pharmaceuticals (\$7,265,000)

SFGH advises that there has been a continuing increase in pharmaceutical expenditures during FY 1996-97 due to the increase in patient volume and the use of new drugs for AIDS treatment. The proposed supplemental appropriation ordinance includes \$7,265,000 for increased pharmaceutical expenditures, consisting of (a) \$4,000,000 for Anti-Viral medications used in AIDS treatment; (b) \$1,757,200 for Anti-Emetic, Anti-Depressant, Anti-Hypertensive and Anti-Fungal medications; (c) \$2,307,800 for increased inpatient pharmaceuticals, such as Antibiotics and General Anesthesia medications; and (d) reduced expenditures of \$800,000 for the University Health Consortium (UHC) contract due to materials and supplies cost savings related to pharmaceuticals.

Other Professional Services (\$183,900)

The proposed supplemental appropriation ordinance includes \$183,900 for additional viral load tests for AIDS patients. Viral load testing is the means by which the amount of HIV present in a patient's blood is measured. According to DPH, the increase in pharmaceutical expenditures for AIDS patients requires increased viral load testing to determine the amount of HIV present and the efficacy of medications.

Services of Other Departments - Workers Compensation (\$567,000)

According to SFGH, the Department of Human Resources (DHR) estimates that SFGH's workers compensation expenditures will exceed the budgeted amount of \$2.21 million by \$567,000 for FY 1996-97.

Community Mental Health

The proposed supplemental appropriation ordinance would (a) appropriate \$800,000 in new Realignment revenue and (b) reduce the revenue transfer from Mental Health to SFGH by \$986,363, resulting in additional funding available for Community Mental Health of \$1,786,363. This \$1,786,363 in additional funding would be used to fund payments to State and private facilities for patients who had not yet transferred to the MHRF due to the delay in its opening as noted above.



**Comments:**

1. The proposed supplemental appropriation would have no impact on the General Fund, as the proposed increase of \$17,849,579 in expenditures would be funded entirely by additional Medi-Cal, Medi-Care and other patient revenues and by increased State and other non-operating revenues for SFGH and Community Mental Health in FY 1996-97.

2. In summary, the proposed supplemental appropriation ordinance would appropriate \$17,849,579 (\$16,063,216 for SFGH and \$1,786,363 for Community Mental Health) in order to reflect anticipated new revenues and expenditures resulting from the increased patient census at SFGH and the delayed opening of the MHRF. The proposed supplemental appropriation ordinance would also make offsetting adjustments to various revenue accounts within DPH's budget in order to reflect actual Medi-Cal, Medi-Care and Other Patient revenue collections to date. As previously noted, this legislation does not require additional General Fund revenues.

**Recommendation:** Approve the proposed ordinance.

**REVISED** April 28, 1997

DOCUMENTS DEPT.

Item 15 - File 96-97-2

APR 30 1997

**Department:** Water Department  
Department of Real Estate

SAN FRANCISCO  
PUBLIC LIBRARY

**Item:** Resolution authorizing the sale of 5.216 acres of land of Water Department surplus real property located in Sunol, Alameda County to the State of California.

**Description:** The City, under the jurisdiction of the Public Utilities Commission (PUC), through the Water Department, owns a 5.216 acre parcel of land in the unincorporated portion of Alameda County, near Sunol on Vallecitos Road. Currently, this City-owned property is part of a larger 500 acre parcel of undeveloped watershed land. The State of California has requested to purchase this 5.216 acres of property from the City in order to widen and realign the adjacent Vallecitos Road. The purchase price, as determined by the Department of Real Estate, for the property is \$64,500.

**Comments:**

1. On October 8, 1996, the PUC approved a resolution (Resolution No. 96-0228) determining that this 5.216 acre parcel was surplus to the Water Department's needs.
2. As shown in the attached memorandum from the Real Estate Department, the purchase price of \$64,500 represents the fair market value for this property based on a comparison of similar properties in the area.
3. If the proposed legislation is approved, the Real Estate Department reports that the closing on this property would be in June, 1997.
4. According to Mr. Carlos Jacobo of the PUC, the \$64,500 proceeds from the sale of this property would accrue to the Water Department's unappropriated revenues.
5. According to Mr. Gary Dowd of the PUC, on February 1, 1994, the City's PUC granted a revocable permit to the State of California's Department of Transportation (Caltrans), in order for Caltrans to proceed with the construction and widening of Vallecitos Road in Sunol. As part of the permit, Caltrans agreed to pay the City interest, based on the proposed purchase price (\$64,500) for the 5.216 acres of land. According to Mr. Harry Quinn of the Real Estate Department, currently the interest rate

is approximately 5.6 percent, although the actual amount varies. Based on this approximate interest rate, the Water Department will receive approximately an additional \$12,275 in interest revenue from Caltrans, between February 1, 1994 and the close of escrow. According to Mr. Dowd, this legislation was delayed by the PUC because the PUC was reluctant to sell any Water Department properties and due to turnover in PUC staff. Mr. Quinn reports that, if the Board of Supervisors does not approve the proposed sale of property to the State, the State will go through condemnation proceedings in order to acquire the proposed parcel of land.

**Recommendation:** Approve the proposed resolution.

Attachment

## City and County of San Francisco


## Real Estate Department

Office of the  
Director of Property

## MEMORANDUM

April 24, 1997

**TO:** Debra Newman  
Budget Analyst

**FROM:** Harry J. Quinn   
Assistant Director of Property

**SUBJECT:** Sale of 5.216± acres to State of California.  
Sunol/Vallecitos Road. Sales price = \$64,500

The fair market value for the above-referenced property is \$64,500. This value is based on comparable properties which have sold in the vicinity of the subject parcel. This value has also been reviewed and recommended for approval by the Land Management Unit of PUC.

Should you have any questions regarding this matter, please call John Panieri at 554-9850 or me at 554-9877.

cc: Gary Dowd, PUC

JP:kb





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Department of Real Estate
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  2. As shown in the attached memorandum from the Real Estate Department, the purchase price of \$64,500 represents the fair market value for this property based on a comparison of similar properties in the area.
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  4. According to Mr. Carlos Jacobo of the PUC, the \$64,500 proceeds from the sale of this property would accrue to the Water Department's unappropriated revenues.
- Recommendation:** Approve the proposed resolution.

Attachment

City and County of San Francisco

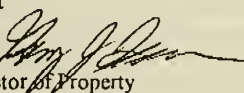
Real Estate Department

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**FROM:** Harry J. Quinn   
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Should you have any questions regarding this matter, please call John Panieri at 554-9850 or me at 554-9877.

cc: Gary Dowd, PUC

JP:kb

Item 16 - File 165-97-4

1. This is a hearing to consider the results of the December, 1996 Budget Analyst's management audit of the San Francisco Police Department (SFPD).
2. A Phase I management audit report of the SFPD was issued by the Budget Analyst on December 3, 1996. The report presented 11 findings and 47 recommendations which, if fully implemented, would result in an estimated \$6.9 million in annual reduced costs and increased revenues. In addition, many recommendations were designed to improve operations and increase efficiencies, providing benefits, such as improved deployment of SFPD personnel assigned to community policing in the City's Patrol Districts, with an estimated value of \$4.5 million annually.
3. The Chief of Police provided a written response to the Phase I management audit, stating that he agreed with many of the recommendations in the report, and had already begun implementation of some of the recommendations.
4. As of the writing of this report, the SFPD has not provided a report to the Budget Analyst on the status of implementation of the Budget Analyst's management audit recommendations. Deputy Chief William Welch, Commanding Officer of SFPD Administration, advised the Budget Analyst that the SFPD will provide a status report at the Finance Committee meeting of April 30, 1997.
5. The Phase I management audit report of the SFPD focused on District Patrol operations, use of police overtime, deployment of vehicles and procurement of material, equipment and supplies. The Phase II management audit report, which we estimate will be completed in the fall of 1997, will address SFPD Investigations, Special Operations, and administrative functions.

**Comment**

Many of the Budget Analyst's recommendations addressed improvements to management controls designed to reduce overtime spending. However, the Controller's Eight-month Budget Status projected that the SFPD would exceed its \$9.1 million General Fund overtime budget by approximately \$3.0 million, or 33 percent, for Fiscal Year 1996-97. In addition, the SFPD could further exceed its overtime budget because of special event coverage required for the June, 1997 Conference of Mayors. The Controller further projected that overspending for overtime pay would be offset by reduced spending on permanent salaries (due to vacancies in funded sworn and civilian positions) and workers compensation expenditures.



Item 17 - File 207-97-9

1. This is a hearing to address the implementation of the Charter provision for full staffing of the San Francisco Police Department (SFPD). In June, 1994, San Francisco voters approved a Charter Amendment (Proposition D) to mandate a SFPD staffing level of not fewer than 1,971 full duty sworn officers. The Charter provision further provided that the SFPD should review opportunities to civilianize as many sworn positions as possible to maximize police presence in the communities. Lastly, the Charter provision stipulated that all new full duty sworn officers beginning with Fiscal Year 1994-95 shall be dedicated to neighborhood policing, patrol and investigations.

2. During Fiscal Year 1994-95, the SFPD greatly increased hiring and training of new officers. Although attrition of sworn personnel has remained at the level of approximately 50 to 60 officers annually, the SFPD now has a uniform force of 1,999, 179 more sworn personnel than the 1,820 it had in April, 1994, representing an increase of 9.8%. The table below compares the number of sworn personnel now with the Budget Analyst's records for April, 1994 for various functions within the SFPD.

<b>Actual Number of Sworn Personnel on SFPD Payroll</b>					
		April, 1994	April, 1997	Increase/ (Decrease)	Pct. Increase
Management, Administration, Support	(1)	159	212	53	33.3%
Recruits/Other	(2)	69	29	(40)	(58.0)%
Field Operations, District Patrol		1,051	1,188	137	13.0%
Special Operations		236	248	12	5.1%
Investigations and Special Investigations		<u>305</u>	<u>322</u>	<u>17</u>	5.6%
Total Department		1,820	1,999	179	9.8%

Notes: (1) Includes Chief's Office; Administration Bureau; Police Commission

(2) Includes Trainees in Academy; Medical Holds. "Medical Holds" are long term disabled officers that have been transferred from field units to the Staff Services Division of the Administration Bureau. Currently, there are 49 officers on temporary disability, including 20 "Medical Holds". In addition to the 49 officers on temporary disability, 117 officers are assigned to "light duty" because their current medical condition restricts them from performing all duties required of their regular assignment.



Memo to Finance Committee  
April 30, 1997 Finance Committee Meeting

The number of authorized sworn positions (in contrast to actual employees on the payroll) in the SFPD has increased from 1,972 at the time Proposition D was passed, to 2,092, an increase of 120 authorized sworn positions, or 6.1 percent. In addition, the Department currently has 459 authorized civilian positions, an increase of 64, or 16.2 percent, since Proposition D was passed when the Department had 395 civilian positions.

The table below shows the total number of sworn personnel by on duty as of April, 1997 rank, again comparing current staffing with April, 1994.

**Comparison of Sworn Personnel by Rank on SFPD Payroll**

<u>Rank</u>	<u>April, 1994</u>	<u>April, 1997</u>	<u>Increase/ (Decrease)</u>
Q2 Police Officer	1,230	1,434	204
0380 Inspector	243	196	(47)
Q 50 Sergeant	200	257	57
Q 60 Lieutenant	69	78	9
Q 80 Captain	24	26	2
0460 Comm. Secty	1	1	-
Q 63 Criminologist	1	-	(1)
0488 Commander	4	2	(2)
0400 Deputy Chief	3	3	-
0395 Asst Chief	-	1	1
0390 Chief of Police	1	1	-
Recruits	<u>44</u>	<u>-</u>	<u>(44)</u>
Totals	1,820	1,999	179

The attachment to this report provides a more detailed breakdown of the existing 1,999 sworn personnel on duty as of April, 1997 by SFPD unit, including Patrol Districts. A comparable breakdown of SFPD sworn personnel assigned to Patrol Districts for April, 1994 is not available from SFPD records.

**Comments**

1. The SFPD does not presently have an active police academy class. The next academy class is expected to start up in early summer according to Captain Tom Petrini, Commanding Officer for SFPD Staff Services.

2. As noted above, of the 1,999 sworn personnel now on the SFPD payroll, 117 are on light duty and 49 are on temporary disability. The numbers of personnel on light duty and temporary disability fluctuate greatly during the year. Also, some officers on light duty perform in full duty assignments with only minor medical restrictions. Although the Charter provision regarding full police staffing does not clearly define "full duty", it would seem reasonable that sworn personnel on light duty or temporary disability would not constitute "full duty" officers. If the 117 light duty officers and 49 on temporary disability were subtracted from the 1,999 total sworn officers, the result would be 1,833 "full duty" officers or 138 less than the 1,971 sworn staffing level specified by the Charter.

However, the SFPD budget also provides funding for 131 sworn full time equivalents from overtime pay. In addition, as reported in Item 16 - File 165-97-4 of this report to the Finance Committee, the SFPD is overspending its overtime budget by as much as \$3.0 million, funding the equivalent of approximately 33 additional full time equivalent sworn personnel, for a total of 164 full time equivalent sworn personnel funded by overtime pay. Therefore, if the 164 full time equivalent sworn personnel funded by overtime is added to the 1,833 "full duty" officers as described above, the total full time equivalent "full duty" officers increases to 1,997 or 26 more than the 1,971 "full duty" officers specified in the Charter.

# SFPD Sworn Staffing Assignments

Attachment

<u>Bureau</u>	<u>Division</u>	<u>Number of Sworn Personnel</u>	
Chief of Police	Chief's Office	13	
	Assistant Chief	<u>28</u>	
	<b>Subtotal</b>		<b>41</b>
Administration	Deputy Chief, Administration	3	
	Staff Services	23	
	Support Services	76	
	Training	33	
	Planning	15	
	Fiscal, Property	<u>20</u>	
	<b>Subtotal - Administration</b>		<b>170</b>
Field Operations	Field Operations Bureau	30	
	<u>Patrol Districts:</u>		
	Central	123	
	Southern	125	
	Bayview	120	
	Mission	146	
	Northern	138	
	Park	95	
	Richmond	87	
	Ingleside	124	
	Taraval	111	
	Tenderloin	<u>89</u>	
	<b>Subtotal - Field Operations</b>		<b>1,188</b>
Special Operations	Special Operations Bureau	8	
	Muni	49	
	Housing Authority	18	
	Crime Prevention	94	
	Traffic	<u>79</u>	
	<b>Subtotal - Special Operations</b>		<b>248</b>
Investigations	Investigations Admin	10	
	General Investigations	138	
	Juvenile Division	26	
	Narcotics	55	
	Forensics	31	
	Special Investigations Division	<u>62</u>	
	<b>Subtotal - Investigations</b>		<b>322</b>
Other	Medical Holds	29	
	Police Commission	<u>1</u>	
	<b>Subtotal</b>		<b><u>30</u></b>
	<b>Total Department</b>		<b>1,999</b>

Item 18 - Files 30-97-6

**Department:** Department of Public Health

**Item:** Resolution authorizing the Director of Health to enter into a contract with Public Health Foundation Enterprises, Inc., a nonprofit agency, to engage in a preventive HIV vaccine efficacy trial.

**Description:** The AIDS Office of the Department of Public Health (DPH) has been engaged in a Preventive HIV Vaccine Preparedness Study for three years to prepare individuals from at-risk populations for HIV infection to participate in a test of preventive HIV vaccines. The Federal Food and Drug Administration has recently authorized the testing of two preventive HIV vaccines. The proposed resolution would authorize the DPH to enter into a contract with Public Health Foundation Enterprises, Inc. (PHFE), a nonprofit agency which disburses Federal funding provided by the National Institutes of Health (see Comment No. 1), to participate in the testing of the two preventive HIV vaccines. The proposed resolution would also authorize the DPH to accept and expend funding from PHFE for contractual services to be provided by DPH for PHFE in the amount of \$405,741 for a two and one half year period between April 2, 1997 through September 29, 1999 when the trials will take place. Specifically, DPH would recruit 30 volunteers for the study from the current group of 700 participants being followed by the Preventive HIV Vaccine Preparedness Study, administer the preventive HIV vaccines or a placebo to the participants, and monitor the immune response of the participants.

The proposed contract, which includes hold harmless and indemnification clauses, is a continuation of the Preventive HIV Vaccine Preparedness Studies which began in October of 1994, but with a proposed new research activity. The purpose of this new research activity is to conduct a Phase 2 preventive HIV vaccine trial in populations at risk for HIV infection. Phase 2 trials are designed to further evaluate the safety and immune response of preventive HIV vaccines. Preventive HIV vaccines are designed to either prevent HIV infection or to prevent HIV disease progression if already infected with HIV. Specifically, the proposed Phase 2 trial will evaluate the safety and immune response of a preventive HIV vaccine product called ALVAC which is manufactured by Pasteur Merieux Connaught with or without another preventive HIV vaccine product called "gp120" manufactured

by Chiron Vaccines in 30 HIV-uninfected adult male volunteers.

**Budget:**

Under the proposed contract the City would be awarded \$405,741 for its expenses in providing the contractual services to PHFE for the two and one half year period between April 2, 1997 through September 29, 1999. The Budget Analyst has reviewed a detailed budget of the expenditures by year including labor costs and various other costs. A summary of the total budget for each year is shown in the Attachment.

**Comments:**

1. According to Mr. Paul O'Malley, Program Manager in the Research Branch of the AIDS Office at DPH, the City must enter into a contract with Public Health Foundation Enterprises, Inc., to participate in the study because DPH would be providing services for PHFE, namely the testing of the preventive HIV vaccines. According to Mr. O'Malley, DPH would be a subcontractor of Public Health Foundation Enterprises, Inc., which is subcontracted by Abt Associates, Inc. to disburse funding on behalf of Abt Associates, Inc., the domestic master contractor for the study selected by the National Institutes of Health.

2. According to Dr. Mitch Katz, Director of the AIDS Office at DPH, the vaccine products which are scheduled for Phase 2 trials have already passed initial safety testing in over 300 human volunteers at six research centers around the country. The six centers are: 1) Johns Hopkins University, Baltimore, MD; 2) University of Rochester, Rochester, NY; 3) Vanderbilt University, Nashville, TN; 4) St. Louis University, St. Louis, MO; 5) University of Birmingham, Birmingham, AL; and 6) University of Washington, Seattle, WA.

3. According to Mr. O'Malley, DPH has received independent review and approval on the protocol for the study from the Federal NIH Committee for the Protection of Human Subjects, the University of California Committee for Human Research, the U.S. Food and Drug Administration, and the DPH Community Advisory Board for the preventive HIV vaccine study.

4. According to Dr. Katz, if the actual expenditures for the contractual services exceed the anticipated budgeted expenditures of \$405,741, DPH would renegotiate the budget with Public Health Foundation Enterprises, Inc., or DPH would not be able to provide the additional services.



5. According to Ms. Paula Jesson at the City Attorney's Office, a separate confidential communication has been submitted to the Board of Supervisors from Deputy City Attorney Jean Fraser of the City Attorney's Office regarding the legal issues pertaining to the contract with Public Health Foundation Enterprises, Inc.

6. According to Mr. O'Malley, the preventive HIV vaccine trial is not an efficacy trial as stated in the title and body of the resolution. Instead, Mr. O'Malley states that the trial is a safety and immune response trial. Mr. O'Malley states that the efficacy trial would be the next phase in the testing of preventive HIV vaccines. As such, Mr. O'Malley recommends that the resolution be amended to change any references to the "efficacy trial" to "safety and immune response trial."

**Recommendation:**

1. In accordance with Comment No. 6, amend references to the "efficacy trial" to "safety and immune response trial."
2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

## HIV VACCINE PREPAREDNESS - PHASE II ALVAC VACCINE TRIAL BUDGET PROPOSAL (4/2/97 - 9/29/97)

Requested 1997

## I. SFC &amp; C CONTRACT

Direct Labor	\$55,368
Fringe Benefits	\$13,198
Indirect Costs	\$13,842
Equipment Costs	\$1,500
Intradepartmental MOU	\$20,610
Rent	\$5,160
Communications	\$3,060
Photocopy/Reproduction	\$1,500
Client Stipends	\$5,675
Taxi Voucher/Parking Pass	\$550

SFC&C CONTRACT TOTAL	\$120,463
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Attachment  
Page 2 of 3

PHASE II ALVAC VACCINE TRIAL BUDGET PROPOSAL - YEAR 2 (9/30/97 - 9/30/98)

Requested 1997-1998

I. **SFC & C CONTRACT**

Direct Labor	\$85,240
Fringe Benefits	\$10,363
Indirect Costs	\$21,810
Equipment Costs	\$1,200
Intradepartmental MOU	\$5,672
Rent	\$10,746
Communications	\$6,120
Photocopy/Reproduction	\$2,400
Client Stipends	\$1,025
Taxi Voucher/Parking Pass	\$275

**SFC&C CONTRACT TOTAL** **\$154,251**

## PHASE II ALVAC VACCINE TRIAL BUDGET PROPOSAL - YEAR 3 (9/30/98 - 9/30/99)

Requested 1998-1999**SFC & C CONTRACT**

Direct Labor	\$ 73,803
Fringe Benefits	\$18,105
Indirect Costs	\$18,401
Equipment Costs	\$500
Intradepartmental MOU	\$7,203
Rent	\$7,290
Communications	\$5,400
Photocopy/Reproduction	\$1,200
Client Stipends	\$1,050
Tax Voucher/Parking Pass	\$275

**SFC&C CONTRACT TOTAL****\$131,027**

Item 19 - File 65-97-5

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution authorizing a new lease of wireless transmitter and antennae space within and on 750 Phelps Street between the City and County of San Francisco and Sprint Spectrum, L.P.

**Location:** Third floor of the Clean Water Machine Shop and space on the roof of the same building located at 750 Phelps Street.

**Purpose of Lease:** Sprint Spectrum, L.P. would install the necessary wiring and conduit for installation, in addition to operating 9 mobile/wireless antennas and transmitter equipment in order to send and receive radio signals to and from cellular telephones, and to connect those signals to telephone facilities.

**Lessor:** City and County of San Francisco

**Lessee:** Sprint Spectrum, L.P.

**No. of Sq. Ft. and Cost Per Month:** 272 square feet of space on the third floor of the Clean Water Machine Shop and area on the roof of the same building. Sprint Spectrum, L.P. would pay rent to the City of \$1,500 per month for the use of the space. The lease rate would be adjusted annually based on the Consumer Price Index.

**Annual Revenues:** \$18,000

**Term of Lease:** An initial term of one year and 364 days, beginning May 1, 1997 through April 29, 1999, with one three year option and two additional five year options at the request of Sprint Spectrum L.P., provided that Sprint Spectrum L.P. complies with the domestic partners benefits provisions of Administrative Code Sections 12B and 12C before the start of a second term (see Comment No. 3).

**Description:** In September 1995, the City notified all cellular telephone companies, by letter and published official notice, of City property sites available for lease to cellular telephone transmitter companies. In response, the City received a request from Sprint Spectrum, L.P. seeking permission to enter into an agreement to install wireless transmitters and antennas on 750 Phelps Street to send and receive radio signals to and from cellular telephones, and to connect those signals to other telephone facilities either directly by means of cables or indirectly by means of radio transmitting



facilities. This proposed resolution would allow the PUC to enter into a lease with Sprint Spectrum, L.P. for wireless transmitter and antennae space at 750 Phelps Street.

**Comments:**

1. Mr. Larry Jacobson of the Real Estate Department reports that the proposed monthly lease rate of \$1,500 represents the fair market lease rate for the subject site (see Attachment).

2. According to Mr. Gary Dowd of the PUC, Bureau of Commercial Land Management, Sprint Spectrum, L.P. has been granted the necessary permits to begin installing and operating the proposed equipment at the subject site.

3. As noted above, the proposed lease would have an initial term of one year and 364 days, beginning May 1, 1997 through April 29, 1999. According to Mr. Dowd, the initial term of one year and 364 days was agreed on to enable Sprint Spectrum, L.P. to comply with the new provisions of Administrative Code Sections 12B and 12C (which take effect June 1, 1997) concerning domestic partners benefits, which were approved by the Board of Supervisors November 18, 1996. Specifically, the new provisions of Sections 12B and 12C of the Administrative Code require that, effective June 1, 1997, the City shall not enter into any contracts or other agreements for real or personal property, unless the contractor agrees not to "discriminate in the provision of benefits between employees with domestic partners and employees with spouses." On December 23, 1996, the Board of Supervisors approved Resolution No. 26-97, urging City departments which execute contracts or leases before June 1, 1997 (as with the subject proposed lease with Sprint Spectrum, L.P. at 750 Phelps Street) to include the non-discrimination requirement concerning domestic partners benefits, if the contract is two years or more in length.

Mr. Dowd reports that Sprint Spectrum, L.P. has requested a two year grace period in which it can prepare to comply with the provisions of the City's domestic partners benefits requirements. Therefore, according to Mr. Dowd, the proposed lease exempts Sprint Spectrum, L.P. from complying with the provisions of the domestic partners benefits requirements in Chapter 12B and 12C during the initial term of 1 year and 364 days. However, Mr. Dowd advises that should Sprint Spectrum, L.P. request to extend the lease after the end of the initial term on April 29, 1999, at that time, Sprint Spectrum, L.P. will be subject to comply with the domestic partners benefits requirements, or the lease will terminate.

4. An amendment has been prepared by the City Attorney's Office at the request of the Finance Committee to be included in the proposed lease agreement which would require that the Budget Analyst review the methodology that was used to determine the Base Rent at least 120 days prior to the end of the first year of the lease. According to the amendment, if, in the judgment of the Budget Analyst, the methodology was materially flawed, within 10 days after written notice by the Budget Analyst of his determination, then the City and the Lessee would each appoint an appraiser to determine the fair market value, which would be retroactive to the inception of the lease. If the two appraisers fail to agree on the fair market value, a third appraiser would be appointed.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

## City and County of San Francisco

## Real Estate Department

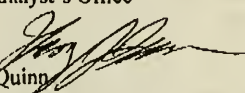
Office of the  
Director of Property

## MEMORANDUM

April 11, 1997

Clean Water  
750 Phelps  
Sprint Lease

**TO:** Jannelle Lee  
Budget Analyst's Office

**FROM:** Harry J. Quinn   
Assistant Director of Property

**SUBJECT:** Sprint Lease at 750 Phelps St.

The above referenced lease for a cell telephone transmitter space and antennae site was negotiated by the Real Estate Department in 1996 and then transferred to PUC for processing due to the Clean Water Program merging with PUC.

The Fair Market Value was established based on the City's leases with the Bank of America Building at 555 California St., and a lease at the Vallejo St. Garage with GTE. The subject leases reflect fair market value.

If you have any further questions, please call Larry Jacobson at 554-9863.

I J:lc

Memo to Finance Committee  
April 30, 1997 Meeting of Finance Committee

Item 20 - File 65-97-6

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution authorizing a new lease of wireless transmitter and antennae space on an existing fifty foot communications tower in Sunol, California between the City and County of San Francisco and Sprint Spectrum, L.P.

**Location:** An existing 50 foot communications tower and adjacent unimproved Water Department property located in Sunol, California, County of Alameda .

**Purpose of Lease:** Sprint Spectrum, L.P. would install the necessary wiring and conduit for installation, in addition to operating 9 mobile/wireless antennas and transmitter equipment in order to send and receive radio signals to and from cellular telephones, and to connect those signals to telephone facilities.

**Lessor:** City and County of San Francisco

**Lessee:** Sprint Spectrum, L.P.

**No. of Sq. Ft. and Cost Per Month:** Space on the existing communications tower and 252 square feet of adjacent unimproved Water Department property. Sprint Spectrum, L.P. would pay rent to the City of \$1,800 per month for the use of the space. The lease rate would be adjusted annually based on the Consumer Price Index.

**Annual Revenues:** \$21,600

**Term of Lease:** Ten years with an initial term of one year and 364 days, beginning June 1, 1997 through May 30, 1999, with one eight year and one day option at the request of Sprint Spectrum L.P., provided that Sprint Spectrum L.P. complies with the domestic partners benefits provisions of Administrative Code Sections 12B and 12C before the start of a second term (see Comment No. 3).

**Description:** In September 1995, the City notified all cellular telephone companies, by letter and published official notice, of City property sites available for lease to cellular telephone transmitter companies. In response, the City received a request from Sprint Spectrum, L.P. seeking permission to enter into an agreement to install wireless transmitters and antennas on the Water Department's existing 50-foot communications tower in Sunol, California to send and receive radio signals to and from cellular telephones, and to

connect those signals to other telephone facilities either directly by means of cables or indirectly by means of radio transmitting facilities. This proposed resolution would allow the PUC to enter into a lease with Sprint Spectrum, L.P. for wireless transmitter and antennae space at Sunol, California.

**Comments:**

1. Mr. Gary Dowd of the PUC, Bureau of Commercial Land Management reports that the proposed monthly lease rate of \$1,800 represents the fair market lease rate for the subject site (see Attachment).

2. According to Mr. Dowd of the PUC, Sprint Spectrum, L.P. has been granted the necessary permits to begin installing and operating the proposed equipment at the subject site.

3. As noted above, the proposed lease would have an initial term of one year and 364 days, beginning June 1, 1997 through May 30, 1999. According to Mr. Dowd, the initial term of one year and 364 days was agreed on to enable Sprint Spectrum, L.P. to comply with the new provisions of Administrative Code Sections 12B and 12C (which take effect June 1, 1997) concerning domestic partners benefits, which were approved by the Board of Supervisors November 18, 1996. Specifically, the new provisions of Sections 12B and 12C of the Administrative Code require that, effective June 1, 1997, the City shall not enter into any contracts or other agreements for real or personal property, unless the contractor agrees not to "discriminate in the provision of benefits between employees with domestic partners and employees with spouses." On December 23, 1996, the Board of Supervisors approved Resolution No. 26-97, urging City departments which execute contracts or leases before June 1, 1997 (as with the subject proposed lease with Sprint Spectrum, L.P. at Sunol, California) to include the non-discrimination requirement concerning domestic partners benefits, if the contract is two years or more in length.

Mr. Dowd reports that Sprint Spectrum, L.P. has requested a two year grace period in which it can prepare to comply with the provisions of the City's domestic partners benefits requirements. Therefore, according to Mr. Dowd, the proposed lease exempts Sprint Spectrum, L.P. from complying with the provisions of the domestic partners benefits requirements in Chapter 12B and 12C during the initial term of 1 year and 364 days. However, Mr. Dowd advises that should Sprint Spectrum, L.P. request to extend the lease after the end of the initial term on May 30, 1999, at that time, Sprint Spectrum, L.P. will be subject to comply



with the domestic partners benefits requirements, or the lease will terminate.

4. An amendment has been prepared by the City Attorney's Office at the request of the Finance Committee to be included in the proposed lease agreement which would require that the Budget Analyst review the methodology that was used to determine the Base Rent at least 120 days prior to the end of the first year of the lease. According to the amendment, if, in the judgment of the Budget Analyst, the methodology was materially flawed, within 10 days after written notice by the Budget Analyst of his determination, then the City and the Lessee would each appoint an appraiser to determine the fair market value, which would be retroactive to the inception of the lease. If the two appraisers fail to agree on the fair market value, a third appraiser would be appointed.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



**PUBLIC UTILITIES COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

WILLIE L. BROWN, JR.  
MAYOR

ANSON B. MORAN  
GENERAL MANAGER

Attachment

HETCH HETCHY  
WATER AND POWER

SAN FRANCISCO  
WATER DEPARTMENT

SAN FRANCISCO  
CLEAN WATER PROGRAM

**M E M O R A N D U M**

**DATE:** April 25, 1997

**TO:** Bill Courtright  
Budget Analyst's Office

**FROM:** Garrett M. Dowd  
Assistant Director of Property

**SUBJECT:** Sprint Lease at Sunol

The above referenced lease for cell telephone transmitter equipment and antennae space on an existing tower was negotiated by the Public Utilities Commission (PUC) Bureau of Commercial Land Management.

The Fair Market Value was established on other City leases at the same location and on various other PUC property. The rental rate of \$1,800/month reflects fair market value.

If you have further questions, please call me at 487-5211.

GMD:jgb

Memo to Finance Committee  
April 30, 1997 Finance Committee Meeting

Item 21 - File 100-96-1.9

**Departments:** Water Department (SFWD)  
Public Utilities Commission (PUC)

**Item:** Hearing to consider release of reserved funds, Water Department, in the amount of \$550,000, for professional and specialized services of a contractor to develop policies and procedures and staff training for water treatment, system operations, and emergency responses.

**Amount:** \$550,000

**Source of Funds:** Monies reserved in the Water Department's FY 1996-97 budget for Professional Services

**Description:** In the San Francisco Water Department's (SFWD) FY 1996-97 budget, the Board of Supervisors approved but reserved \$550,00 for professional services. The SFWD is requesting the release of the reserved funds to develop a Policies and Procedures Training Program for the staff of the SFWD.

In February of 1996, the State Department of Health Services issued a Compliance Order in response to water treatment failures at the Water Department's Sunol Valley Water Treatment Plant while treating the Hetch Hetchy water supply. The Compliance Order required several operational improvements, including the development of comprehensive policies, procedures and training programs for water treatment and operations personnel. The specific requirements of the Compliance Order are as follows:

*The SFPUC shall develop comprehensive policies, procedures and training programs for treatment and operations personnel to ensure continuous compliance with the regulatory requirements for drinking water and to provide emergency response capabilities. This training shall include water quality and treatment issues and results of treatment and water quality and treatment issues and results of treatment and water quality studies conducted or contracted by the SFWD.*

In order to respond to the Compliance Order, the SFWD requests the release of \$550,000 in reserved funds to contract for consulting services to develop the required Policies and Procedures Training Program. The principal component of the program, the Quality and Reliability Enhancement Program, is a comprehensive training program for water

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

treatment plant and systems operations personnel in Federal, State, and local public health and safety regulations, as well as Water Supply and Treatment Division policies and procedures. All of the \$550,000 in requested funds would be used over two years to fund consulting services.

**Comments:**

1. According to Ms. Cheryl Davis, Manager of the Water Supply and Treatment Division of the Water Department, the SFWD issued a Request for Proposal (RFP) to initiate the consultant selection process. The SFWD received three proposals to provide the professional services to support the development and implementation of the Policy and Procedure Training Program. The proposal from Doten Consulting, Ltd., was not considered because the PUC Compliance Officers determined that Doten Consulting, Ltd., did not make a good faith effort to comply with the affirmative action requirements called for in the RFP. The remaining two firms which submitted proposals, their MBE/WBE status, their average hourly rates, their estimated hours, and the their total estimated costs are as follows:

<u>Consultant</u>	<u>MBE/WBE Status</u>	<u>Average Hourly Rates</u>	<u>Estimated Total Hours</u>	<u>Estimated Total Costs</u>
Olivia Chen Consultants	MBE/WBE	\$115	4,806	\$550,000
Brown and Caldwell/ Ellington Group/ Gauntlett, Inc.*	-- MBE WBE	 \$126	 4,144	 \$521,455

\* Brown and Caldwell/Ellington Group/Gauntlett is a joint venture.

SFWD selected Olivia Chen Consultants, Inc., a certified MBE/WBE firm, to provide the professional services to support the development and implementation of the Policy and Procedure Training Program based on the quality of their proposal.

Subcontract participation goals for this contract are established at 15% MBE and 10% WBE participation. The Human Rights Commission has determined that Olivia Chen Consultants, Inc. complies with the affirmative action requirements and MBE/WBE subcontract participation goals. Specifically, Olivia Chen Consultants, Inc. listed the following MBE/WBE subconsultants in their proposals with the approximate contract amounts based on the average hourly rates of \$115 per hour and their estimated hours: SCA Environmental, an MBE firm, for documentation and training in the amount of \$55,200, or 10% of the total contract amount, for 480 hours; SST, an MBE firm, for

system integration in the amount of \$40,250, or 7.3% of the total contract amount, for 350 hours; and Golden Gate Environmental, a WBE, for documentation and training in the amount of \$63,250, or 11.5% of the total contract amount, for 550 hours. Therefore, according to Mr. Lee Fong of the Water Department, the total MBE/WBE allocations would be approximately \$158,700 or 28.8% of the total contract amount of \$550,000.

2. According to Ms. Davis, the Water Department is currently negotiating with Olivia Chen Consultants, Inc., to execute an agreement to perform the requested services. She advises that in the event that an agreement cannot be reached with Olivia Chen Consultants, Inc., the Water Department would enter into negotiations with the single remaining qualified firm, Brown and Caldwell/Ellington Group/Gauntlett, Inc., A Joint Venture.

3. As of the writing of this report, final negotiations between SFWD and Olivia Chen Consultants, Inc., regarding the requested services and the scope of the work have not been completed. A contract has not been awarded and the amount of the contract has not been finalized. In addition, the PUC continued the item at its April 22, 1994 meeting until its May 13, 1997 meeting pending further review of the proposals. Therefore, the Budget Analyst recommends that the request for the release of reserved funds be continued pending approval of the contract by the PUC and submission by the SFWD to the Board of Supervisors of the final contract amount and the contract cost details. Ms. Davis requests that the item be continued until the May 21, 1997 Finance Committee meeting.

**Recommendation:** In accordance with Comment No. 3, continue the request for the release of reserved funds until the May 21, 1997 Finance Committee Meeting as requested by the Water Department.





Memo to Finance Committee  
April 30, 1997

Item 22 - File 101-90-97.1

**Department:** Municipal Railway (MUNI)

**Item:** Hearing to consider the release of funds in the amount of \$170,000 for MUNI to fund the Cable Car System Safety and Code Compliance- Oil Separator Project.

**Amount:** \$170,000

**Source of Funds:** Cable Car System Funds

**Description:** According to Mr. Jerry Levine of MUNI, in 1990, the City brought litigation against the design engineer and project construction manager for the Cable Car Rehabilitation project due to design deficiencies and overall poor project performance. The City was awarded a settlement of \$3,125,000 from Chin & Hensolt Engineers, O'Brien-Kreitzberg Associates and David K. Low Associates. After litigation and incidental costs, the balance of \$2,860,310 was deposited in the Cable Car System Fund for the purpose of operating and maintaining the Cable Car System and facilities.

Of the total of \$2,860,310 deposited to the Cable Car System Fund, the Board of Supervisors appropriated \$2,590,309 for MUNI to fund five capital improvement projects, reserving \$1,534,746 (File 101-90-97). According to Mr. Levine, \$200,000 of the \$1,534,746 in reserved funds is available from surplus money from the Cable Car Barn Pull-In Pull-Out project which is complete. MUNI is now requesting to use \$170,000 of that \$200,000 available surplus for the Cable Car System Safety and Code Compliance - Oil Separator Project.

According to Mr. Levine, the work to be performed under this Oil Separator Project consists of furnishing, installing, and placing in operation an oil separator system in the Cable Car Barn. Mr. Levine advises that the oil separator system would separate oil and grease from water before discharging the water directly into the sewer system.

Mr. Levine reports that Tri-Net Construction was awarded a contract in the amount of \$107,100 as the lowest bidder for the Oil Separator Project. Tri-Net Construction is not an MBE or WBE firm. The other bidder for the project was Nutek Inc., which bid \$125,000.

Mr. Levine states that the remaining \$62,900 of the \$170,000 request would be used to pay for in-house services related to

Memo to Finance Committee  
April 30, 1997

the Cable Car System Safety and Code Compliance - Oil Separator Project.

**Budget:** A detailed budget showing the expenditure details for this request of \$170,000, provided by MUNI, is contained in Attachment I.

**Comments:**

1. Attachment II, from MUNI, explains the Disadvantaged Business Enterprise (DBE) allocations to be made by Tri-Net Construction under the \$107,100 contract award.
2. According to Mr. Levine, work on the Project is scheduled to begin in June of 1997 and is anticipated to be completed by December 31, 1997.

**Recommendation:** Approve the requested release of reserved funds.

TABLE CAR OIL DEPLETION

DESCRIPTION	CLASSIFICATION	ANNUAL SALARY	HOURLY RATE	# HOURS	SALARY SUBTOTALS	SALARY TOTALS
ENGINEERING SERVICES	5258-SR. MECH ENGR.	\$125,241	50.75	189.1	9,587	
	5238-ASSOC. ELECT. ENGR.	76,930	37.88	155.6	5,895	
	5364-CIVIL ENGR. ASSOC I	58,373	28.55	208.9	5,964	
	5366-ENGR. ASSOC. I	81,980	33.05	126.7	4,188	25,644
PROJECT MANAGEMENT	5504-PROJ. MGR II	111,578	44.53	336.3	14,975	14,975
CONSTRUCTION SERVICES	6235-HVAC INSPECTOR	97,718	39.00	99.2	3,869	
	6318-CONST INSPECTOR	91,689	36.59	503.2	18,412	22,281
TOTAL LABOR						62,900
CONTRACTURAL SERVICES						107,100
TOTAL RELEASE OF RESERVES						\$170,000

Attachment I

INCLUDING MANDATORY FRINGE BENEFITS

Attachment II

**MEMO:**

TO: JENELLE WELLING  
BUDGET ANALYST

FROM: JERRY LEVINE  
MUNI

SUBJECT: OIL SEPARATOR-RELEASE OF RESERVES

Please be advised that, under Federal Grants, the designation MBE/WBE is not used. Instead, DBEs (Disadvantaged Business Enterprise) are designated as small business concerns owned and controlled by socially and economically disadvantaged individuals. Generally, a goal of at least 10% participation is set. For purposes of this definition, this applies to women-owned and controlled businesses.

The total low bid on the subject construction contract is \$107,100. Of this amount, a goal of 15%, or \$16,065 participation has been established by the Office of Contract Compliance. The contractor, Tri-net Construction, is not a DBE firm but has indicated that the goal will be met.

J/mcap/shorterm/bgtan97



Item 23 - File 101-96-15.1

**Department:** Airport

**Item:** Hearing to consider the release of reserved funds in the amount of \$152,491,000 for the Airport to fund general construction for the International Terminal.

**Amount:** \$152,491,000

**Source of Funds:** Airport Second Series Revenue Bonds, Issue 13

**Description:** The Board of Supervisors authorized the issuance of up to \$192,700,000 of Airport Second Series Revenue Bonds, Issue 13 (Revenue Bonds) for the purpose of financing various infrastructure improvements at the Airport (File 170-96-8). In November of 1996, the Board of Supervisors approved an ordinance appropriating \$189,327,750 in Revenue Bonds for nine capital improvement projects, and placed \$152,491,000 on reserve for these nine capital improvement projects pending the selection of contractors, the MBE/WBE status of contractors and the contract cost details.

Under this proposed request, the release of the reserved \$152,491,000 in bond funds would be used for the International Terminal Building Project, which is a part of the Airport's Master Plan, instead of the nine projects for which these monies were previously reserved. According to Mr. Dave Glasser of the Airport, these nine other projects will be funded from either previously appropriated Airport bond revenues or from future Airport revenue bond appropriations.

Mr. Glasser reports that a contract for the International Terminal Building Project in the amount of \$248,950,000 was awarded to the construction firm of Tutor-Saliba Corporation as the low bidder under a competitive bidding process. Tutor-Saliba is not an MBE or WBE contractor. The other bidders and the amounts bid include Skyline Constructors, A Joint Venture (\$255,068,000), Walsh/Atkinson/Swinerton/ & Wolberg, A Joint Venture (\$258,880,000), and PCL/Obayashi, A Joint Venture (\$260,550,000).

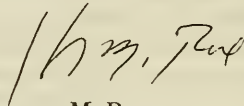
**Comments:** 1. Mr. Glasser reports that approximately 10.2 percent of the contractual services work to be performed by Tutor-Saliba, or \$25,496,758 of the overall contract award of \$248,950,000, will be subcontracted to 17 different MBE and WBE firms. The Attachment lists all of the subcontractors, the MBE/WBE status of the subcontractors, and the amounts allocated to each subcontractor.

Memo to Finance Committee  
April 30, 1997

2. According to Mr. Glasser, the \$96,459,000 difference between the contract award of \$248,950,000 and the subject request of \$152,491,000 will be paid for from previously appropriated Airport bond revenues.

3. Mr. Glasser reports that work on the Project began in October of 1996, and the work is expected to be completed by August of 1999.

**Recommendation:** Approve the requested release of reserved funds.



Harvey M. Rose

cc: Supervisor Leal  
President Kaufman  
Supervisor Brown  
Supervisor Ammiano  
Supervisor Bierman  
Supervisor Katz  
Supervisor Medina  
Supervisor Newsom  
Supervisor Teng  
Supervisor Yaki  
Supervisor Yee  
Clerk of the Board  
Controller  
Steve Agostini  
Stephen Kawa  
Ted Lakey

**San Francisco International Airport**  
**List of MBE/WBE Participation for**  
**CT 5500E Int'l Terminal General Construction**  
**April 1, 1997**

**Prime Contractor: Tutor Saliba**

<i>Contractor</i>	<i>Status</i>	<i>Amount</i>	<i>Percentage of Prime Contract</i>
Bay Area Contracting/JV	MBE	\$2,473,500	
Construction Systems	MBE	\$379,000	
Southeast Electric	MBE	\$180,000	
WBM Maintenance	MBE	\$105,000	
WSB Associates	MBE	\$204,000	
Let's Get Busy	MBE	\$210,000	
Scott-Norman Mech. Inc.	MBE	\$7,390,000	
Landavazo Bros. Inc.	MBE	\$7,800,000	
A & B Painting	MBE	\$1,087,558	
Golden Gate Glass	MBE	\$285,000	
Stoneage	MBE	\$157,500	
<b>Total MBE Participation</b>		<b><u>\$20,271,558</u></b>	<b>8.14%</b>
Nationwide Construction	WBE	\$2,400,000	
Miller Thompson	WBE	\$797,000	
Cresci Electric	WBE	\$1,200,000	
Municon Consultants	WBE	\$40,000	
Fire Narrier	WBE	\$638,200	
Specialties, Etc.	WBE	\$150,000	
<b>Total WBE Participation</b>		<b><u>\$5,225,200</u></b>	<b>2.10%</b>
<b>Total MBE/WBE Participation</b>		<b><u>\$25,496,758</u></b>	<b>10.24%</b>











